

CBCS SCHEME

Librarian
Learning Resource Centre
USN Institute & Technology

--	--	--	--	--	--	--	--	--	--

18MBAHR301

Third Semester MBA Degree Examination, Feb./Mar. 2022 Recruitment and Selection

Time: 3 hrs.

Max. Marks: 100

**Note: 1. Answer any FOUR full questions from Q1 to Q7.
2. Question No. 8 is compulsory.**

- 1 a. Restate the meaning of Job Analysis. (03 Marks)
b. Write the meaning of Job Analysis Interviews; explain the objectives and types of Job Analysis Interviews. (07 Marks)
c. Summarize position Analysis Questionnaire in detail. (10 Marks)
- 2 a. Define Recruitment. (03 Marks)
b. Discuss Nature of hiring. (07 Marks)
c. Interpret the hiring process along with an diagram. (10 Marks)
- 3 a. What is Internal hiring? List its advantages. (03 Marks)
b. Write the meaning of Promotion. Explain its advantages and disadvantages. (07 Marks)
c. Write short notes on : (10 Marks)
i) Employee Referrals
ii) Appointment.
- 4 a. Mention the advantages and disadvantages of External Recruitment. (03 Marks)
b. What is Advertisement? Create an sample Advertisement along with its contents. (07 Marks)
c. Summarize the external sources of Recruitment in detail. (10 Marks)
- 5 a. Define Selection. (03 Marks)
b. Enlist and explain the factors affecting Selection. (07 Marks)
c. Design an application form and explain its types, Advantages and disadvantages. (10 Marks)
- 6 a. Define Biodata. (03 Marks)
b. Write the meaning of CV and explain the steps in preparing of CV. (07 Marks)
c. Evaluate the parts of Resume. (10 Marks)
- 7 a. Mention the types of Tests. (03 Marks)
b. Describe the contents of Appointment Letter. (07 Marks)
c. Classify the different types of Ability tests. (10 Marks)

Important Note : 1. On completing your answers, compulsorily draw diagonal cross lines on the remaining blank pages.
2. Any revealing of identification, appeal to evaluator and /or equations written eg, 42+8 = 50, will be treated as malpractice.

8

CASE STUDY [Compulsory]

Mr. Achuth is an ambitious MBA post graduate from IIM, Bangalore, is presented with two beneficial career opportunities.

i) To settle in abroad along with an option of pursuing MS degree coupled with lucrative Job offer.

ii) A career opportunity that promises growth and monetary benefits as a PSU company in India.

Questions :

- a. What are the factors to be considered while choosing a career opportunity? (10 Marks)
- b. If you were in Achuths place which option you would have chosen and substantiate your chosen option. (10 Marks)
