

Bachelor of Management Studies  
Class : SYBMS  
Semester: III  
Subject: Recruitment and Selection

Sample Questions

Multiple choice questions:

1. Recruitment is \_\_\_\_\_ process
  - a) Negative
  - b) Positive
  - c) Active
  - d) Passive
  
2. Job analysis is concerned with \_\_\_\_\_ Job requirement.
  - a) Gentle
  - b) General
  - c) Specific
  - d) Behaviour
  
3. Job summary is a part of \_\_\_\_\_
  - a) Job description
  - b) Job classification
  - c) Job rotation
  - d) Job specification
  
4. \_\_\_\_\_ helps in analyzing whether a candidate can apply for a specific job vacancy.
  - a) Job rotation
  - b) Job specification
  - c) Job description
  - d) Job simplification
  
5. \_\_\_\_\_ Methods require jobholder to record in detail activity of each day.
  - a) Diary method
  - b) Critical incidents method
  - c) Checklist method
  - d) observation method
  
6. Job design decides the \_\_\_\_\_ of jobs.
  - a) content
  - b) positive
  - c) negative
  - d) behaviour
  
7. \_\_\_\_\_ Is a method of employee empowerment.

- a) job enlargement
- b) Job enrichment
- c) job rotation
- d) specification

8. Horizontal loading of job is also known as\_\_\_\_\_.

- a) Job description
- b) Job specification
- c) Job enlargement
- d) Job simplification.

9. \_\_\_\_\_helps to strike balance between physical abilities of job holder with job demand.

- a) Economics
- b) Environment
- c) Ergonomics
- d) Enrichment

10. Recruitment is the process of \_\_\_\_\_for candidates.

- a) Searching
- b) Hiring
- c) Training
- d) Promotion

11. It is important to ensure that recruitment policy should be in line with legal policy and also meet \_\_\_\_\_obligations of the firm.

- a) Political
- b) Social
- c) Economic
- d) Technological

12. Recruitment is a precursor to the \_\_\_\_\_.

- a) Selection
- b) Training
- c) Promotion
- d) Non-monetary benefits

13. In job analysis the focus is not on job but on the \_\_\_\_\_who is going to perform. a)  
Group

- b) Individual
- c) Society
- d) Government

14. In position analysis questionnaire the characteristics of job is measured with \_\_\_\_\_characteristics.

- a) Group

- b) Society
- c) Human
- d) Animals

15. The service of expert is used in \_\_\_\_\_ method.

- a) Interview
- b) Technical conference
- c) Diary
- d) Checklists.

16. Job analysis = \_\_\_\_\_.

- a) Job enrichment + job rotation
- b) Job description + job simplification
- c) Job specification + job enlargement
- d) Job description + job specification

17. Selection is a \_\_\_\_\_ process.

- a) Passive
- b) Active
- c) Positive
- d) Negative

18. Synthetic tests are used for \_\_\_\_\_ type of job.

- a) Complex
- b) Simple
- c) Individual
- d) Different

19. \_\_\_\_\_ type of advertisements are simple in nature.

- a) Display
- b) Validity
- c) Classified
- d) Ability

20. \_\_\_\_\_ interview are taken when employees leave the organization. a)

- Stress
- b) Promotion
- c) Exit
- d) Fresher

21. Reference check is done to know the \_\_\_\_\_ background of the candidate. a)

- Medical
- b) Family
- c) Memory
- d) Famous

22. Outsourcing is normally done when an organization wants to focus on \_\_\_\_ business.

- a) General
- b) Non-important
- c) Core
- d) Training

23. The scope of recruitment process applies to \_\_\_\_\_.

- a) Whole organization
- b) Resource
- c) Capital
- d) Assets

24. \_\_\_\_\_ represents the first contact between the employee and the organization. a)

- Selection
- b) Recruitment
- c) Training
- d) Promotion

25. \_\_\_\_\_ begins where recruitment ends.

- a) Training
- b) Job
- c) Selection
- d) Check-up

26. Promotion refers to the \_\_\_\_\_ movement in present job.

- a) Downward
- b) Upward
- c) Top-down
- d) Bottom –up

27. In case when a vast territory has to be captured \_\_\_\_\_ method of recruitment is to be used.

- a) Direct
- b) Indirect
- c) Positive
- d) Negative

28. \_\_\_\_\_ method of recruitment infuses creativity.

- a) Internal
- b) General
- c) External
- d) Negative

29. Niche recruitment is used to seek staff with \_\_\_\_\_ skill sets.

- a) Specific

- b) General
- c) Talent
- d) Creativity

30. \_\_\_\_\_ method of recruitment lacks personal touch.

- a) Traditional
- b) External
- c) Modern
- d) Internal

31. \_\_\_\_\_ method of recruitment are cost effective and less time consuming.

- a) General
- b) External
- c) Traditional
- d) Modern

32. Bold headlines, copy, illustrations are part of \_\_\_\_\_ advertisements.

- a) Display
- b) Classified
- c) Media
- d) Positive

33. Trial and error method is used in \_\_\_\_\_ induction.

- a) Formal
- b) Informal
- c) Specific
- d) Traditional

34. Successful recruitment consultancy focuses on \_\_\_\_\_.

- a) Technical competence
- b) Professionalism
- c) Social relations
- d) Friendly approach

35. \_\_\_\_\_ familiarizes with the organisational culture.

- a) Training
- b) Development
- c) Orientation
- d) Consultation

36. Voice, accent are part of \_\_\_\_\_ skills.

- a) Aesthetic skills
- b) Analytical skills
- c) Etiquette

d) Problem solving skills

37. \_\_\_\_\_ helps new hire to become productive and integrate with the organization.

- a) Orientation
- b) On boarding
- c) Induction
- d) Development

38. Information related to the employee's role and responsibilities is called as \_\_\_\_\_ employee orientation.

- a) Corporate
- b) Department
- c) Job-specific
- d) Integration

39. \_\_\_\_\_ is a linkage activity bringing together those with jobs and those seeking jobs.

- a) Selection
- b) Induction
- c) Orientation
- d) Recruitment

40. Recruitment tries to create and \_\_\_\_\_ the pool of applicants to have a sufficient choice at the time of selection.

- a) Minimize
- b) Maximize
- c) Divide
- d) Promote

41. The recruitment policy procedures should provide \_\_\_\_\_ opportunities to all the candidates.

- a) Equal
- b) Unequal
- c) Different
- d) Flexible

42. The objectives of recruitment is to create, update and maintain the database of all \_\_\_\_\_ who have applied for the job to meet present and future requirements of the firm.

- a) Directors
- b) Owners
- c) Government
- d) Candidate

43. Recruitment process helps in locating the best \_\_\_\_\_.

- a) Talent
- b) Resource

- c) Land
- d) Capital

44. Senior management, junior management, clerks all have to go through the process of \_\_\_\_\_.

- a) Positive
- b) Negative
- c) Recruitment
- d) Policy making

45. A strong internal recruitment process helps in \_\_\_\_\_ planning also.

- a) Program
- b) Awards
- c) Succession
- d) Trip

46. Job specification is also known as \_\_\_\_\_ specification.

- a) Employee
- b) Skills
- c) Talent
- d) Information

47. The \_\_\_\_\_ method analysis is applicable to jobs that require manual labour and are repetitive in nature.

- a) Functional job
- b) Position analysis questionnaire
- c) Work
- d) Checklists

48. The motivating factor in job enrichment includes \_\_\_\_\_.

- a) Giving freedom
- b) Demotion
- c) Less participation
- d) No equality

49. In \_\_\_\_\_ method the jobs are simplified by breaking down into sub-parts.

- a) Job rotation
- b) Work simplification
- c) Job enlargement
- d) Job specification

50. The flow of work is strongly influenced by the \_\_\_\_\_ of work or service.

- a) Task
- b) Nature
- c) Practices
- d) Values

51. Work from home or \_\_\_\_\_ is considered as the best alternatives of working away from actual office.
- telecommuting
  - Sharing
  - Television
  - Radio
52. \_\_\_\_\_ is the modification of existing work design by reducing or adding the new jobs duties or responsibilities.
- Techno stress
  - Knowledge work
  - Task revision
  - Work-patterns
53. \_\_\_\_\_ is the second most preferable alternative of traditional working styles where two or more individuals share the jobs.
- Job sharing
  - Telecommuting
  - Availability
  - Ability
54. In \_\_\_\_\_ method the job holders require to hold in detail their activities each day.
- Interview
  - Diary
  - Technical conference
  - Combination
55. In \_\_\_\_\_ sources refer to recruit employees from within the organization.
- Internal
  - External
  - On board
  - Indirect
56. Internal sources of recruitment helps in creating \_\_\_\_\_ employees.
- More
  - Less
  - Loyal
  - Disloyal
57. Transfer implies horizontal or \_\_\_\_\_ movement of an employee.
- Vertical
  - Lateral
  - Top
  - Down
58. \_\_\_\_\_ is an alternative to promotion by seniority.



- a) Transfer
- b) Production transfers
- c) Merit
- d) References

59. Certain vacancies arising in the organization are informed to the employees by displaying notice on the notice board is called as \_\_\_\_\_.

- a) Advertisements
- b) Websites
- c) Campus
- d) Internal notifications

60. \_\_\_\_\_ Transfers are made to rectify the situation caused by faulty selection and placement procedures.

- a) Shift
- b) Remedial
- c) Replacement
- d) Production

61. Advertisement is a \_\_\_\_\_ source of recruitment.

- a) Internal
- b) External
- c) Modern
- d) Traditional

62. Internet recruitment is also called as \_\_\_\_\_ recruitment.

- a) Niche
- b) Internal
- c) E (electronic)
- d) External

63. Website serves as a gateway or a main entry point on the \_\_\_\_\_ to a specific field of interest or an industry.

- a) Internet
- b) Advertisement
- c) Promotion
- d) Training

64. Employees contact with the public of recruiting organizations about the vacancies come under \_\_\_\_\_ method of recruitment.

- a) Indirect
- b) Direct
- c) Internal
- d) External

65. When scientific, professional and technical post requiring sophisticated skills to be filled, the \_\_\_\_\_ method of recruitment is used.

- a) External
- b) Internal
- c) Indirect
- d) Direct

66. Internal sources of recruitment helps in reducing \_\_\_\_\_.

- a) Loyalty
- b) Employee turnover
- c) Morale
- d) Ideas

67. Which is not the advantage of internal recruitment?

- a) Time saving
- b) Less expensive
- c) New blood
- d) Increased cost

68. Which is not the advantage of external source of recruitment?

- a) New blood
- b) More competition
- c) Less expensive
- d) Less partial

69. \_\_\_\_\_ transfers are resorted when there is a need of manpower in one department and surplus manpower in other department.

- a) Replacement
- b) Production
- c) Versatility
- d) Shift

70. Versatility transfer is also called as \_\_\_\_\_.

- a) Rotation
- b) Enrichment
- c) Enlargement
- d) Specification

71. \_\_\_\_\_ is defined as giving higher position to the employee, which carries high status more responsibilities.

- a) Promotion
- b) Demotion
- c) Transfer
- d) Shift

72. Promoting the employee on the basis of the length of the service is called as promotion by \_\_\_\_\_.

- a) Merit

- b) Transfers
- c) Demotion
- d) Seniority

73. When scale of pay is increased without changing job it is called \_\_\_\_\_ promotion. a) Seniority

- b) Merit
- c) Up-gradation
- d) Dry

74. When higher position is given without change in salary is known as \_\_\_\_\_ promotion.

- a) Dry
- b) Up-gradation
- c) Merit
- d) Transfers

75. \_\_\_\_\_ is a very good source of internal recruitment.

- a) Campus
- b) Advertisements
- c) Reference
- d) Websites

76. Reference recruitment is also called as a \_\_\_\_ referral.

- a) Buddy
- b) Society
- c) Government
- d) Campus

77. Recruitment program is conducted within the educational institute it is called as \_\_\_\_\_ recruitment.

- a) Buddy
- b) Campus
- c) Internal
- d) Merit

78. Pool campus is conducted for \_\_\_\_\_.

- a) Group of colleges
- b) Friends
- c) Society
- d) Senior citizen.

79. A \_\_\_\_\_ refers to a physical boards located in an employment centre where job seekers must check the job every few days for offers.

- a) Websites
- b) Job boards
- c) Pool campus
- d) Project placement

80. \_\_\_\_\_ Placements are where students are directly placed on the projects undertaken by the industries.
- a) Project
  - b) Campus
  - c) Pool campus
  - d) Websites
81. An \_\_\_\_\_ consists of an exchange of services for experience between the students and an organization.
- a) Consultancy
  - b) Internships
  - c) On campus
  - d) On board
82. The internship done by a students in a final year to do a research for particular company is called as \_\_\_\_\_ internship.
- a) Work experience
  - b) Research
  - c) Virtual
  - d) Traditional
83. \_\_\_\_\_ internships provides the capacity to gain job experience without conventional requirement of being physically present in an office.
- a) Virtual
  - b) Modern
  - c) Research
  - d) Reference
84. \_\_\_\_\_ are responsible for attracting candidates and matching them to temporary or permanent positions with the client companies.
- a) Internships
  - b) Placement consultancies
  - c) In-house
  - d) Out house
85. Traditional method of recruitment include \_\_\_\_\_ recruitment.
- a) In-house
  - b) Niche
  - c) Internet
  - d) Job portal
86. Employment and traditional agency come under the \_\_\_\_\_ of recruitment.
- a) Internal
  - b) External
  - c) Traditional
  - d) Modern

87. In \_\_\_\_\_ recruitment, some recruiters work by accepting payments from job seekers, and in return help them to find a job.
- a) Job portal
  - b) Campus
  - c) Candidates paid
  - d) Niche
88. \_\_\_\_\_ check is required to check the physical fitness for a job.
- a) Reference
  - b) Medical
  - c) Friends
  - d) Society
89. \_\_\_\_\_ is a process by which the qualified personnel is chosen from the applicants who have come for the interview.
- a) Selection
  - b) Recruitment
  - c) Training
  - d) Development
90. Selection is the process of choosing the \_\_\_\_\_ for the right job.
- a) Right society
  - b) Right group
  - c) Right person
  - d) Right children
91. The first step in selection process is \_\_\_\_\_.
- a) Job rotation
  - b) Screening
  - c) Job analysis
  - d) Tests
92. The second step in selection process is \_\_\_\_\_.
- a) Advertising
  - b) Tests
  - c) Job enlargement
  - d) Job enrichment
93. \_\_\_\_\_ form of the company helps to get information about candidate.
- a) Advertisement
  - b) Application blank
  - c) Results
  - d) Admission

94. The selection procedure comes to an end when final \_\_\_\_\_ letter is sent to the candidate.
- a) Application blank
  - b) Results
  - c) Appointment
  - d) Informal
95. The main purpose of job \_\_\_\_\_ is to attract suitable candidates for the position. a) Advertisement
- b) Admission
  - c) Letter
  - d) Results
96. \_\_\_\_\_ begins with a brief review of all the job application.
- a) Selection
  - b) Screening
  - c) Recruitment
  - d) Training
97. The communication skills, problem solving skills, understanding ability etc. are the examples of \_\_\_\_\_.
- a) Soft skills
  - b) Talent
  - c) Intelligence
  - d) Memory
98. \_\_\_\_\_ interview are well-planned.
- a) Unstructured
  - b) Structured
  - c) Group
  - d) Individual
99. Unstructured interview is \_\_\_\_\_.
- a) Not well planned
  - b) Planned
  - c) Systematic
  - d) Decided
100. One to one interview is also called as \_\_\_\_\_ interview.
- a) Individual
  - b) Group
  - c) Stress
  - d) Exit
101. In \_\_\_\_\_ interview, Group of candidates are interviewed.
- a) Individual

- b) Panel
- c) Exit
- d) Group

102. \_\_\_\_ means a selection committee (3 to 5 members) or interview committee is appointed to interview the candidates.

- a) Depth
- b) Panel
- c) Informal
- d) Stress

103. Formal interview is also called as \_\_\_\_\_ interview.

- a) Planned
- b) Semi-structured
- c) Depth
- d) Interest

104. The purpose of \_\_\_\_\_ interview is to find the behaviours of the candidates in the stressful situation.

- a) Planned
- b) Stress
- c) Depth
- d) Exit