

## 100 QUESTIONS ,MGT 211:HUMAN RESOURCE MANAGEMENT

### Section I (1 mark each)

#### A. State True or False,

- Q.1 Hrm is the sub set of management. **True**
- Q.2 Hrm is affected by economy. **True**
- Q.3 Hrm should assume all countries have the same culture. **False**
- Q.4 Hrm is dual nature. **True**
- Q.5 Temporary services and employee leasing is recruiting alternatives. **True**
- Q.6 Permits employees to review personnel files in privacy act 1974. **True**
- Q.7 Technology and information technology have little impact of hrm. **false**
- Q.8 Employee empowerment increases worker involvement and productivity. **True**
- Q.9 Hr planning must be separate from the organizations overall strategy. **False**
- Q.10 Job analysis is a systematic exploration of the activities within a job. **True**
- Q.11 Job design is how a position and its task are organised. **True**
- Q.12 The initial screening is the first step in the selection process. **True**
- Q.13 The civil rights act of 1991 included the glass ceiling act. **True**
- Q.14 Observing job candidates not only for what they say but for how they behave. **True**
- Q.15 Hrm can play a vital role in enforcing ethical codes of conduct . **True**
- Q.16 Job design is how a position and its task are organised. **True**
- Q.17 The initial screening is the first step in the selection process. **True**
- Q.18 The civil rights act of 1991 included the glass ceiling act. **True**
- Q.19 Observing job candidates not only for what they say but for how they behave. **True**
- Q.20 HRM can play a vital role in enforcing ethical codes of conduct . **True**
- Q.21 Frederick Taylor is often regarded as the father of scientific management- **True**
- Q.22 Rightsizing is a strategy companies use to balance their labour supply- **True**
- Q.23 selection is the process in which managers engage in to develop a pool of qualified candidates for open positions- **False**
- Q.24 Human resource management helps employees understand after countries political and economic condition- **True**
- Q.25 Job design is how a position and its tasks are organized- **True**

- Q.26 Human resource planning is done based on the organizational plan-**True**
- Q.27 Resistance from employees is an advantage to HRP-**False**
- Q.28 Education has narrow prospective whereas training has broad prospective- **False**
- Q.29 Lay off is permanent separation of employee-**True**
- Q.30 Training is specific and development is to impart overall concept-**True**
- Q.31 Employee is eligible for pf, gratuity, salary arrears etc. in case of discharge-**True**
- Q.32The equal pay act (1970) came into force in 1975-**True**
- Q.33The sex discrimination act (1975) came into force in 1975-**True**
- Q.34Today's work force is composed of diverse groups.**True**
- Q.35 Employee empowerment increases worker involvement and productivity. **True**
- Q.36 Four external influences on HRM environment, laws, labour unions, management thought. **True**
- Q.37 Give an immediate response, give ample warning, be consistent, be impersonal is called HOT-STOVE rule. **True**
- Q.38 Socialization is a process of adaptation to a new work role .**True**
- Q.39 Job analysis normally occurs as part of the process to match applicants to vacancies-**False**
- Q.40A newspaper advertisement placed by a company for tale sales staff is an example of third party advertising- **False**
- Q.41 Individual career development helps employees, identify their goals and the steps to achieve them-**True**
- Q.42 Mentors are typically senior- level employees who provide a support system for junior employees by offering insight into-**True**
- Q.43Your employer is ultimately responsible for your career path-**False**
- Q.44 Establishment is the first traditional career stage-**False**
- Q.45The Holland vocational model identifies six vocational themes-**True**
- Q.46 Intrinsic rewards come from the job itself, extrinsic rewards come from outside the job- **True**
- Q.47 Wages, bonuses, and pension plans are examples of financial rewards-**True**
- Q.48 The job evaluation is the source of company's compensation programs-**True**
- Q.49 Smoking bans work best when they take a "cold turkey" approach-**False**
- Q.50 OSHA applies to almost every U.S business engaged in interstate commerce-**True**
- Q.51 Short term disability programs is company's sick-leave plan. **True**

**Tick the correct option (MCQ)** 52.what is the full form of hrm?

- A.**Human resource management**
- b Humanistic resource management
- c Human relation management
- d. Humane resource management

Q.53 what is the full form SHRM?.

- A.**Strategic human resource management**
- b. Superior human resource management
- c. Sophisticated human resource management
- d. Soft human resource management

Q.54 what is the full form of HRP?.

- A.**Human resource planning**
- b. Human resource penetration
- c. Human resource punctual
- d. Human resource personality

Q.55 Full form of EEO.

- A.**Equal employment opportunity**
- b. Equal equivalent opportunity
- c. Equal eliminate opportunity
- d. Equal employee opportunity

Q.56 what is the full form of HRMS?.

- A.**Human resource information system**
- b. Human resource information sharing
- c. Human resource information strategy
- d. Human resource information science

Q.57 the most common violations requiring disciplinary action is

- a. **Attendance & job behaviour**
- b. Attendance & honesty
- c. Both a & b

D. None of the above

Q.58 which of the following is not external source of recruitment?

- A. Advertisement
- b. **Promotion**
- c. employment agencies
- d. Employee referrals

Q.59 Human resource planning is essential because of frequent.....?.

- A. Complaints
- b. **Labour turnover**
- c. Employee training
- d. Competition

Q.60 The hr planning at the national level is generally done by.....

- A. Consultant
- b. Managers
- c. Council
- d. **Government**

Q.61 .....is a written record of the duties responsibilities and condition of the job.

- A. Human resource information system
- b. Skill inventory
- c. Job analysis
- d. **Job description**

Q. 62 The focus of human resource management revolves around.

- A. Machine
- b. Motivation
- c. Money
- D. **Men**

Q.63 The first step in the human resource planning process is:

- A. **Forecasting**
  - b. Goal setting
  - Programme implementations
  - d. Program evaluation
- c.

Q.53 three types of comprehensive interviews are traditional, panel.....

- A. **Situational**
- b. Internal
- c. External
- d. Verbal

Q.64 There three types validity are content, construct and .....

- A. **Criterion-related**
  - b. Cut score
  - None of the above
  - d. All of the above
- c.

Q.65 what test elements help predict which applicants will be successful on the job?

- A. Reliability
- b. Validity
- c. Cut score
- d. **All of the above**

Q. 66 The focus of human resource management revolves around.

- a. Machine
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- a. **Forecasting**
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- d. program evaluation

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- a. **Situational**
- b. Internal
- c. External
- d. Verbal

Q.69 There three types validity are content, construct and .....

- a. **Criterion-related**
- b. Cut score
- c. None of the above
- d. All of the above

Q.70What test elements help predict which applicants will be successful on the job?

- a. Reliability
- b. Validity
- c. Cut score
- d. **All of the above**

Q.71 Which one of the following becomes a creative factor in production?

- A .land
- b. Capital
- c. Consumer
- d. **Human resource**

Q.72 The focus of human resource management revolves around

- A .Machine
- b. Motivation
- c. Money
- d. **Men**

Q.73 Demand for human resources and management is created by

- a. **Expansion of industry**
- b. Shortage of labour
- c. Abundance of capital
- d. Consumer preferences

Q.74 Management function arises as a result of

- a. Consumer preferences
- b. Abundance of capital
- c. Expansion of industry
- d. **Shortage of labour**

Q.75 Human resource management aims to maximize employee as well as organization

- A. **Effectiveness**
- b. Economy
- c. Efficiency
- d. Performativity

Q.76 Human resource management is primarily concerned with

- a. Sales
- b. **Dimension of people**
- c. External environment
- d. Cost discipline

Q.77 The purpose of training is to increase

- a. **Productivity**
- b. Production
- c. Sales
- d. Motivation

Q.78 Which of the following involves learning?

- a. Motivation
- b. Morale
- c. **Training and development**
- d. Work measurement

Q.79 Acquisition of new skills is warranted by the adoption of new.

- a. Machine
- b. Tools
- c. **Technology**
- d. Technique

Q.80 -----Aims at improving performance by increasing employee's ability.

- a. Cost discipline
- b. **Training and development**
- c. Motivation
- d. Utilization

Q.81 Human resource management is normally-----in nature.

- a. **Productive**
- b. Active
- c. On going
- d. Routine

Q.82 The term procurement stands for.

- a. **Recruiting and selection**
- b. Staffing
- c. Directing
- d. Planning

Q.83 What is meant by the acronym VET?

- a. Vocational calculation and training
- b. Vocational expertise and training
- c. Vocational experience and training
- d. **Vocational education and training**

Q.84 What is meant by RPO?

- a. Recruitment process outsourcing
- b. Retirement process outsourcing
- c. Recruitment process output
- d. Recruitment procedure outsourcing

Q.85 Human resource management helps improve

- a. Production
- b. Productivity
- c. Profits
- d. Power

Q.86 Which of the following is not a method of on the job training?

- a. Mentoring
- b. Job rotation
- c. Training
- d. Simulation

Q.87 Which of the following is a cause of grievances?

- a. Increments
- b. Promotions
- c. Recovery of dues
- d. All of these

Q.88 Which of the following is an operative function of human resource management?

- a. Discipline
- b. Transfer
- c. Induction
- d. All of these

Q.89 Which of the following method cannot be applied to forecast human resource planning?

- a. Work study method
- b. Low models
- c. Management judgment
- d. None of these

Q.90 VRS stand for -----

- a. Voluntary retirement scheme
- b. Voluntary retirement service
- c. Voluntary retention scheme
- d. Voluntary retrenchment service

Q.91 The first step in the selection process is -----.

- a. Initial screening interview
- b. Test
- c. Application submission
- d. Sign the contract

Q.92 Decreases in internal supply is difficult to forecast in:

- a. **Voluntary quits**
- b. Transfers
- c. Layoff
- d. Sabbaticals

Q.93 High performance work practices include, such activities as-----.

- a. **Self-managed teams**
- b. Closed communication
- c. Centralized decision making
- d. Firm job assignment

Q.94 Labor unions use-----to protect the rights of their members.

- a. Functional operations
- b. New product development
- c. **Collective bargaining**
- d. Process

Q.95 The beginning point for any human resource planning process is the examination of the current human resource status by making a -----

- a. Strategic plan
- b. **Human resource inventory**
- c. Product evaluation
- d. Analysis of customer demand

Q.96 An assessment that defines the jobs and behaviors necessary to perform the job is known as a -----.

- a. Job description
- b. Job specification
- c. Job definition
- d. **Job analysis**

Q.97 A written statement of what a job holder does, how it is done, and why it is done is known as -----

- a. Job specification
- b. Departmentalization
- c. Job definition
- d. **Job description**

Q.98 Which is the following is a disadvantage of recruiting of colleges?

- a. Limited supply
- b. **Limited to entry level position**
- c. Work force diversity
- d. Unqualified candidates



Q.99 -----Indicates how consistent a selection device measures a criterion.

- a. Operational scoring
- b. Qualification
- c. **Reliability**
- d. Validity

Q.100What training method involves employees participating in role playing, simulations, or face to face type of training?

- a. **Experiential exercises**
- b. Job rotation
- c. Mentoring & coaching
- d. On the job training

Q.101 -----Is often used for appraising managers and professional employees.

- a. **Management by objective**
- b. Job analysis
- c. A critical incident
- d. A graphic rating scale

### Section iii

#### Short answering questions

102. How can you explain, human resource management?

Human resource management is the management of an organization's workforce. It is responsible for the selection, attraction, training, assessment, and rewarding of employees.

إدارة الموارد البشرية إدارة القوى العاملة المنظمات. فمن المسؤول عن اختيار، والجذب، والتدريب، والتقييم، ومكافأة الموظف

103. What is job analysis?

Job analysis is a systematic exploration of the activities with a job. It is a basic technical procedure that is used to define the duties, responsibilities and accountabilities of a job.

التحليل الوظيفي هو التفتيش المنهجي للأنشطة مع وظيفة. فمن الإجراء التقني الأساسي. التي تستخدم لتحديد واجبات ومسؤوليات والمساءلة وظيفة.

104. Explain the meaning of recruiting.

Recruiting is the discovering of potential candidates for actual or anticipated organizational vacancies. It is linking activities-bringing together those with jobs to fill and those seeking jobs.

تجنيد هو اكتشاف المرشحين المحتملين للوظائف الشاغرة التنظيمية الفعلية أو المتوقعة. إنها تربط بين الأنشطة الجمع بين أصحاب وظائف لملء وأولئك الباحثين عن وظائف.

105. Describe how changing skill requirements affect hr.

Hrm has to provide extensive employee training. This training can be in the form of remedial help for those who have skill deficiencies or specialized training dealing with technology changes.

إدارة الموارد البشرية لديها لتوفير تدريب الموظفين واسعة النطاق. هذا التدريب يمكن أن يكون في شكل مساعدة علاجية لأولئك الذين لديهم قصور المهارات أو التدريب المتخصص التعامل مع التغيرات التكنولوجية.

106. What is title v11 of the 1964 civil right act?

Title v11 of civil rights act states that it is illegal to discriminate against individuals based on race, religion, colour, sex, or national origin.

عنوان v11 الحقوق المدنية تتصرف الدولة أنه من غير القانوني للتمييز ضد الأفراد على أساس العرق أو الدين أو اللون، أو الجنس، أو الأصل القومي.

107. Write four basic functions of hr.

1. staffing الموظفين
2. training and development التدريب والتطوير
3. motivation الدافع
4. maintenance. الصيانة

108. Write the name of four hr department area?

1. employment العمل
2. training التدريب
3. compensation تعويض
4. employee relation. بالنسبة للموظفين.

109. What is the family and medical leave act of 1993?

Federal legislation that provides employees with up to 12 weeks of unpaid leave each year to care for family members or their own medical reasons.

التشريعات الاتحادية التي توفر الموظفين مع ما يصل إلى 12 أسبوعا من إجازة غير مدفوعة الأجر كل عام لرعاية أفراد الأسرة أو لأسباب الطبية الخاصة بهم.

89.what is fair credit reporting act of 1971?.

An acts the requires employers to notify employees that their credit is being checked.

والفعل يتطلب أرباب العمل لإعلام الموظفين أن الائتمان الخاصة بهم يتم التحقق.

90.what are the four most common violations requiring disciplinary action??

ما هي أربعة انتهاكات الأكثر شيوعا التي تتطلب اتخاذ إجراء تأديبي

- 1.attendance. الحضور
- 2.job behaviours سلوكيات العمل
- 3.outside activities الأنشطة الخارجية
- 4.dishonesty عدم الأمانة

110. What is weighted application form?

A special type of application form that uses relevant application information determine the likelihood of job success. Like such as years of schooling, months on last job salary data for all previous jobs etc.

وهناك نوع خاص من شكل تطبيق يستخدم تطبيق المعلومات ذات الصلة تحديد احتمال نجاح العمل.مثل مثل سنوات الدراسة، أشهر على بيانات راتب آخر وظيفة لجميع الوظائف السابقة الخ

111. What is the conditional job offer?

A tentative job offer that becomes permanent after certain conditions are met conditionally job offers typically come from hr representative.

عرض عمل مؤقت أن يصبح دائمة بعد استيفاء شروط معينة وظيفة مشروطة العروض عادة تأتي من ممثل إدارة الموارد البشرية.

### 112. What are the three types of validity?

The proven relationship of a selection device to relevant criterion.

1. Content validity.
2. Construct validity
3. Criterion related validity

العلاقة ثبت من جهاز الاختيار لمعيار ذات الصلة.

١. صلاحية المحتوى.
٢. بناء صحة
٣. المعيار ذات الصلة صحة

### 113. Describe the benefits of online recruiting?

Internet recruiting provides business with low cost and unprecedented access to potential employee's world-wide online recruiting also helps increase diversity and find people with unique talent.

تجنيد الإنترنت يوفر تجارية مع منخفضة التكلفة والوصول غير مسبوق للموظفين المحتملين يساعد على نطاق العالم التجنيد عبر الإنترنت أيضا زيادة التنوع وتجد الناس مع موهبة فريدة من نوعها.

### 114. Write a short notes on the selection devices

Selection devices provides managers with information that will help them predict whether an applicant will prove to be a successful job performer.

الأجهزة اختيار توفر مديري مع المعلومات التي من شأنها مساعدتهم على التنبؤ ما إذا كان مقدم الطلب سيثبت أن يكون أداء المهمة بنجاح.

### 115. Describe the importance of human resource management?

HRM is responsible for the people dimension of the organization.it responsible for hiring competent people, training them helping them perform at high level, and providing mechanisms to ensure that these employees maintain their productivity affiliation with the organization.

HRM هو المسؤول عن البعد الناس للمنظمة. إنها مسؤولة عن توظيف أشخاص أكفاء، تدريبهم ومساعدتهم أداء على مستوى عال، وتوفير آليات لضمان أن هؤلاء الموظفين الحفاظ على الانتماء إنتاجيتها مع المنظمة.

### 116. What is the conditional job offer?

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119. Explain who is responsible for managing carrers?

The responsibility for managing a career belongs to the individual. The organizational role is to provide assistance and information to the employee, but it is not responsible for growing an employee's career.

وتقع مسؤولية إدارة مهنة تنتمي إلى الفرد. الدور التنظيمي هو تقديم المساعدة والمعلومات للموظف، لكنها ليست مسؤولية عن تنامي الوظيفي للموظف.

120. Explain the six step in the appraisal process.

The six step appraisal process is to:

1. Establish performance standards with employee
2. Set measurable goals
3. Measuring actual performance
4. Compare actual performance with standards
5. Discuss appraisal with the employee
6. If necessary, initiate corrective action

1. وضع معايير الأداء مع الموظف
2. تعيين أهداف قابلة للقياس
3. قياس الأداء الفعلي
4. مقارنة الأداء الفعلي مع المعايير
5. مناقشة تقييم مع الموظف
6. إذا لزم الأمر، والشروع في اتخاذ إجراءات تصحيحية

121. Write a short notes on intrinsic rewards and extrinsic rewards.

**Intrinsic rewards:-**satisfaction derived from the job itself, such as pride in one's work, a feeling of accomplishment, or being a part of a team.

المكافآت الجوهرية - رضا المستمدة من فرص العمل نفسها، مثل الفخر في عمل واحد، وهو الشعور بالإنجاز، أو كونه جزءا من فريق.

**Extrinsic rewards:-**benefits provided by the employer, usually money, promotion, or benefits.

المكافآت الخارجية - فوائد يقدمها صاحب العمل، وعادة المال، والترقية، أو المنافع.

122. Write a five steps of occupational safety and health administration (OSHA) priority enforcement process.

Occupational safety and health administration (OSHA) has established five step priority enforcement process consisting of imminent danger, serious accidents, employee complaints, inspection of targeted industries, and random inspections.

وقد أنشأت السلامة والصحة المهنية الإدارة (OSHA) خمسة خطوة عملية الإنفاذ الأولوية التي تتكون من خطر وشيك، والحوادث الخطيرة، شكاوى الموظفين، والتفتيش على الصناعات المستهدفة، وعمليات التفتيش العشوائية.

123. Describe the importance of human resource management?

HRM is responsible for the people dimension of the organization. It is responsible for hiring competent people, training them, helping them perform at high levels, and providing mechanism to ensure that these employees maintain their productive affiliation with the organization.

HRM هو المسؤول عن البعد الناس للمنظمة. وهي مسؤولة عن توظيف أشخاص أكفاء، وتدريب لهم، ومساعدتهم على أداء عند مستويات مرتفعة، وتوفير آلية لضمان أن هؤلاء الموظفين الحفاظ على الانتماء مثمر مع المنظمة.

124. What is outsourcing?

Sending work "outside" the organization to be done by individuals not employed full time with the organization.

إرسال العمل "خارج" المنظمة ينبغي القيام به من قبل الأفراد لا يعملون بدوام كامل مع المنظمة.

125. Explain the coverage of the family and medical leave act.

The family and medical leave Act grants up to 12 weeks of unpaid leave for family or medical matters. The employees own illness, to care for a sick family member, with a guarantee of retaining an employee's job when he or she returns from leave.

إرسال العمل "خارج" المنظمة ينبغي القيام به من قبل الأفراد لا يعملون بدوام كامل مع المنظمة.

126. Explain legal and ethical issue involved in monitoring employees?

Employers have extensive rights to monitor employees in the workplace including use of phones-mail, and internet. Technology available to track employee actions is increasing, including sophisticated computer use tracking, RFID, and GPS technology.

أرباب العمل حقوقا واسعة لمراقبة الموظفين في مكان العمل بما في ذلك استخدام الهواتف الإلكتروني، والإنترنت. التكنولوجيا المتاحة لتتبع الإجراءات موظف أخذ في الازدياد، بما في ذلك متطورة تتبع استخدام الكمبيوتر، RFID، وتكنولوجيا GPS.

### 127. Define the term job analysis.

Job analysis is a systematic exploration of the activities surrounding and within a job. It defines the job's duties, responsibilities, and accountabilities.

التحليل الوظيفي هو استكشاف مواضيعي تميز الكلية للأنشطة المحيطة وداخل job.it يحدد وظيفة في الواجبات والمسؤوليات والمساءلة.

### 128. Identify the three purposes of performance management systems.

The three purpose of management systems are feedback, development, and documentation. They are design to support employees, appraisers, and organizations.

الغرض ثلاثة نظم إدارة وردود الفعل، والتنمية، والوثائق. وهي مصممة لدعم الموظفين، وتقييم، والمنظمات.

### 129. Explain how an organization can create a healthy work site.

Creating a healthy work site involves removing any harmful substance, such as asbestos, germs, mold, fungi, cigarette smoke, and so forth, thus limiting employee exposure.

إنشاء موقع عمل صحي ينطوي على إزالة أي مادة ضارة، مثل الأسبستوس والجراثيم والعفن والفطريات ودخان السجائر، وهكذا دواليك، مما يحد من التعرض موظف.

### 130. Describe the components of collective bargaining.

Collective bargaining typically refers to the negotiation, administration, and interpretation of a written agreement between two parties that covers a specific period of time.

المفاوضة الجماعية يشير عادة إلى التفاوض، والإدارة، وتفسير اتفاق مكتوب بين طرفين والتي تغطي فترة محددة من الوقت.

## Section 4

### Answer any one essay type question

### 131. Define human resource planning.

Human resource planning is the process by which an organization ensure that it has the right number and kinds of people, at the right place, at the right time, capable of effectively and efficiently completing these tasks that will help the organization achieve its overall objective.

Human resource planning is one of the most important elements in a successful hrmprogramme .the purpose of human resource planning is to assess where the organization is, where it is going.

تخطيط الموارد البشرية هو العملية التي من خلالها مؤسسة ضمان أن لديها عدد وأنواع الصحيح من الأشخاص، في المكان المناسب، في الوقت المناسب، وقادرة على استكمال بفعالية وكفاءة هذه المهام من شأنها أن تساعد المنظمة على تحقيق أهدافها بشكل عام.

تخطيط الموارد البشرية هي واحدة من أهم العناصر في برنامج إدارة الموارد البشرية النجاح. والغرض من تخطيط الموارد البشرية هو تقييم حيث أن المنظمة، إلى أين هو ذاهب.

### 132. what is primary source of recruiting employees?

The principal source for recruitment employee include, internal search, advertisement, employee referral, recommendations, employment agencies, school, colleges, universities, professional organization, online recruiting, temporary employees, and independent contractors to be good sources of employees.

المصدر الرئيسي للموظف التوظيف تشمل، البحث الداخلي، والإعلان، وإحالة الموظف، و/التوصيات، وكالات التوظيف، المدارس والكلية والجامعات، المنظمة المهنية و التوظيف عبر الإنترنت، والموظفين المؤقتين، والمتعاقدين المستقلين لتكون مصادر جيدة للموظفين.

### 133. Describe the eight step selection process.

Selection activities follow a standard pattern, beginning with an initial screening interview and conducting with the final employment decision

The selection process typically consist of eight step

1. Initial screening interview
2. Completion of the application form
3. Pre-employment test
4. Comprehensive interview
5. conditional job offer
6. Background investigation.
7. medical&physical examination
8. job offer

أنشطة اختيار تتبع نمطا القياسية، بدءا بإجراء مقابلة الفرز الأولية وإجراء مع قرار التوظيف النهائي تتكون عملية الاختيار عادة من ثمانية خطوة :

١. مقابلة الفرز الأولية
٢. الانتهاء من استمارة الطلب
٣. اختبار ما قبل التوظيف
٤. مقابلة شاملة
٥. شروط عرض عمل
٦. التحقيق الخلفية.
٧. الفحص البدني الطبي
٨. عرض عمل

### 134. Explain the principal sources for recruiting employees.

The principal sources for recruiting employees include internal search, advertisements, employee referrals, recommendation, employment agencies, temporary leasing services, schools, colleges, universities, professional organizations, online recruiting, and casual or unsolicited applicants, employee leasing, temporary employees and independent contractors continue to be good sources of employee..



المصادر الرئيسية لتجنيد الموظفين وتشمل البحث الداخلي، والإعلانات، والإحالات الموظف، والتوصية، وكالات التوظيف، خدمات التأجير مؤقتة، والمدارس والكليات والجامعات، والمنظمات المهنية و التوظيف عبر الإنترنت، والمتقدمين عارضة أو غير المرغوب فيها، والتأجير الموظفين، والموظفين المؤقتين والمتعاقدين المستقلين لا تزال مصادر جيدة للموظف ..

**135. Describe the importance of human resource management.**

Hrm is responsible for the people dimension of the organization. It is responsible for hiring competent people ,training them, helping them perform at high levels and providing mechanism to ensure that these employees. Maintain their productive affiliation with the organization.

إدارة الموارد البشرية هي المسؤولة عن البعد الناس للمنظمة. وهي مسؤولة عن توظيف أشخاص أكفاء، وتدريب لهم، ومساعدتهم على أداء على مستويات عالية وتوفير آلية للتأكد من أن هؤلاء الموظفين. الحفاظ على الانتماء مثمر مع المنظمة.

**136. What is sexual harassment? Explain two type of sexual harassment.**

Anything of a sexual nature that creates a condition of employment, an employment consequence, or a hostile or offensive environment

أي شيء ذي طبيعة جنسية أن يخلق حالة من فرص العمل، ونتيجة لذلك العمل، أو بيئة عدائية أو هجومية

**1.Guid pro quo harassment**-some type of sexual behaviour is expected as a condition of employment.

1. ارشد الموالية الراهن، بعض المضايقات النوع من السلوك الجنسي ومن المتوقع كشرط للتوظيف.

**2. Hostile environment harassment**-offensive and unreasonable situations in the work place that interfere with the ability to work.

2. حالات التحرش البيئة الهجومية والعدائية غير معقولة في مكان العمل التي تتداخل مع القدرة على العمل.

**137.Describe the important implication of the employee retirement income security act, ERISA.**

The employment retirement income security act has had a significant effect on retirement programs. Its primary emphasis is to ensure that employees have a vested right to their retirement monies, the appropriate guidelines are followed in the event of a retirement plan termination, and that employees understand their benefits through the summary plan description.

تمت زيارتها الفعل أمن الدخل التقاعد فرص العمل لها تأثير كبير على برامج التقاعد. التركيز الأساسي هو التأكد من أن العاملين لديها الحق المكتسبة إلى أموال تقاعدهم، وفقا للمبادئ التوجيهية المناسبة في حالة إنهاء خطة التقاعد، وأن الموظفين على فهم فوائدها من خلال وصف الخطة الموجزة.

**138. Explain the principal sources for recruiting employees.**

The principal sources for recruiting employees include internal search, advertisements, employee referrals, recommendation, employment agencies, temporary leasing services, schools, colleges ,universities, professional organizations, online recruiting, and casual or unsolicited applicants, employee leasing, temporary employees and independent contractors continue to be good sources of employee..

المصادر الرئيسية لتجنيد الموظفين وتشمل البحث الداخلي، والإعلانات، والإحالات الموظف، والتوصية، وكالات التوظيف، خدمات التأجير مؤقتة، والمدارس والكليات والجامعات، والمنظمات المهنية و التوظيف عبر الإنترنت، والمتقدمين عارضة أو غير المرغوب فيها، والتأجير الموظفين، والموظفين المؤقتين والمتعاقدين المستقلين لا تزال مصادر جيدة للموظف ..

139. Describe how technology is changing HRM.

Technology is having a major impact on HRM. It's giving all employees instant access to information and changing the skill requirements of employees. It deals with such activities as recruiting and selecting employees, motivating and paying individuals, training and developing employees, and handling a legal and ethical matters.

التكنولوجيا هو وجود تأثير كبير على إدارة الموارد البشرية. إنها تعطي كل موظف إمكانية الوصول الفوري إلى المعلومات وتغيير متطلبات مهارة الموظفين. إنها تتعامل مع أنشطة مثل تجنيد الموظفين واختيار، والدافع ودفع الأفراد والتدريب والموظفين النامية، والتعامل مع المسائل القانونية والأخلاقية.

140. Describe major types of retirement programs offered by organizations.

The most popular types of retirement benefits offered today are social security, defined benefit pension plans, and defined contribution plans including money purchase pension plans, profit-sharing plans, individual retirement accounts, and 401(k) s.

الأكثر شعبية أنواع من استحقاقات التقاعد عرضت اليوم هي الضمان الاجتماعي وخطط التقاعد المنافع المحددة، وخطط المساهمة المحددة بما في ذلك خطط شراء المال التقاعد، وخطط تقاسم الأرباح، وحسابات التقاعد الفردية، و 401 (ك) ق.