

MCQ:

1. The three important components in aligning business strategy with HR practice:
 - a) Business Strategy, Human Resource Practices, Organisational Capabilities
 - b) Marketing Strategy, Human Resource Practices, Organisational Capabilities
 - c) Business Strategy, Human Resource Practices, Organisational structure
 - d) Marketing Strategy, Human Resource Practices, Organisational structure

2. During which of the following stage, the firm plans the proposed changes into practice
 - a) Clarification
 - b) Monitoring
 - c) Assessment
 - d) Design

3. The process which is continuous and stops only when the organization ceases to exist.
 - a) Training
 - b) Job evaluation
 - c) Hiring
 - d) All of the above

4. The Drug-Free Workplace Act of requires federal contractors to actively pursue a drug-free environment.
 - a) 1990
 - b) 1988
 - c) 1960
 - d) 1999

5. can be defined as a written record of the duties, responsibilities and conditions of job.
 - a) Job description
 - b) Job specification
 - c) Job profile
 - d) None of the above

6. Age Discrimination in Employment Act of 1978 increased mandatory retirement age from:
 - a) 40 to 55
 - b) 65 to 70
 - c) 60 to 65
 - d) 70 to 80

7. Which of the following is NOT a constraint on recruiting efforts.
- a) Organizational image
 - b) Job attractiveness
 - c) Internal organizational policies
 - d) Cultural influence.
8. Which is NOT a job analysis method.
- a) Observation
 - b) Individual Interview
 - c) Group Interview
 - d) Inter-team brainstorming
9. A typical HR department has responsibility for transactional work, which is developing solutions that benefit employee work groups, like resolving employee performance issues or work-group conflict
- a) Professional employer organization
 - b) Employee development
 - c) Willingness
 - d) Integrity
10. The following is the arm of the federal government empowered to handle discrimination in employment cases.
- a) Fair Employment Commission
 - b) Fair Labor Standards Commission
 - c) Equal Employment Opportunity Act
 - d) None of above

Short Answers:

1. Define the efforts of globalization on Human Resources Management.
- 1) Diversity Recruitment
 - 2) Push for Professional Development
 - 3) Greater Emphasis on Training
 - 4) Management of Laws Across Jurisdictions

2. Write down the difference between recruitment and selection.

The differences between the two are: 1. Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization WHEREAS selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts.

3. Define human resource planning. Why is it important to organizations?

Human resource planning is a process by which an organization ensures that it has the right number and kinds of people. At the right place. At the right time. Capable of effectively and efficiently completing those tasks that will help the organization achieve its overall strategic objectives.

HR planning is important because it must be linked to the organization's overall strategy to compete domestically and globally translated into the number and types of workers needed.

4. Explain the external influences on Human Resource Management?

Government Regulations – With the introduction of new workplace compliance standards your human resources department is constantly under pressure to stay within the law. These types of regulations influence every process of the HR department, including hiring, training, compensation, termination, and much more. Without adhering to such regulations a company can be fined extensively which if it was bad enough could cause the company to shut down.

Economic Conditions – One of the biggest external influences is the shape of the current economy. Not only does it affect the talent pool, but it might affect your ability to hire anyone at all.

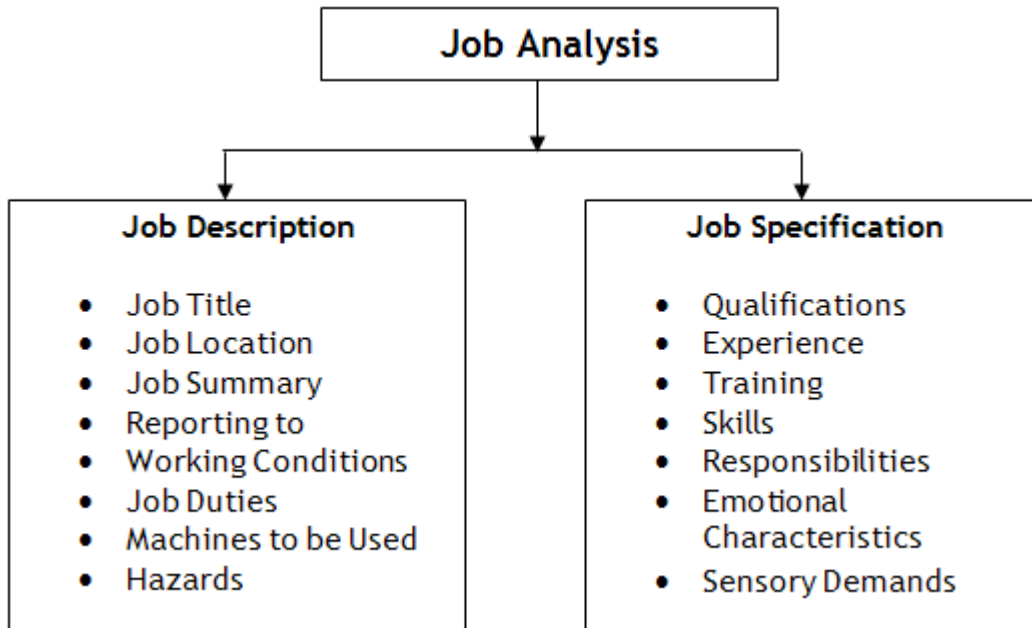
Technological Advancements – This is considered an external influence because when new technologies are introduced the HR department can start looking at how to downsize and look for ways to save money.

Workforce Demographics – As an older generation retires and a new generation enters the workforce the human resources department must look for ways to attract this new set of candidates. They must hire in a different way and offer different types of compensation packages that work for this younger generation.

Long Answers:

1. Why HRM focus on Job analysis? What are the difference between Job description and Job specification?

Job analysis is a systematic exploration of the activities within a job. It defines and documents the duties, responsibilities, and accountabilities of a job and the conditions under which a job is performed.



2. ?????????????