

# School of Business

BBA  
ETE - Jun 2023

Time : 3 Hours

Marks : 100

## Sem IV - D1UA409T - Recruitment Practices and Onboarding Employees

*Your answer should be specific to the question asked*

*Draw neat labeled diagrams wherever necessary*

1. Describe the meaning and benefits of human Resource planning. K2 CO2 (5)
2. Illustrate any ten competencies required for trainer. K2 CO1 (5)
3. Explain the internal and external factors that affect the Human resource planning? K2 CO3 (5)
4. Smita had been working as an assistant manager with Jhonson Enterprises for the last ten years. She was very popular amongst her colleagues because of her commitment and dedication towards the work. When the manager senior to her retired, all her colleagues thought that now Smita would be promoted. But everyone's surprise, the vacant post was filled by an outsider, Mrs Rita. Smita felt demoralized and her performance started declining. She would absent herself often and could not meet her targets. Ms Priya was a good leader, who not only instruct her subordinates but also guide and inspire them. She noticed meenu's behavior and felt that her performance could be improved. She started involving meenu in decision making issues related to the organization and made her part of high level of joint management committee. Smita was now punctual in office and her performance started improving.  
a) Identify the function of management being performed by Rita.  
b) Name the element of the above function of management which helped Rita to improve meenu's behavior. K2 CO1 (10)
5. Write a short note on :- Job design, HRP, Recruitment, Selection & Training and Development. K4 CO3 (10)
6. Illustrate the limitations of lecture method? What steps should be taken to increase the effectiveness of lecture method? K3 CO2 (10)
7. What is performance appraisal? Explain the methods of performance appraisal in brief. K4 CO4 (10)

### OR

- You work for a medium-sized software solutions company that faces intense competition from local as well as global competitors. Change seems to be the only permanent feature in your work spot and each employee's responsibilities shift from project to project. Suppose you have been asked to fill up the job openings at your company.
- i) How would you identify the best people to work in such an environment? K4 CO5 (10)
  8. Define group discussion method. What are the advantages and disadvantages of group discussion method? K5 CO2 (15)
  9. **CASE STUDY** K4 CO1 (15)  
4. One officer handles all of the hiring, screening, and training for data entry, among other tasks, in a corporation. Most qualified workers were being attracted by their rival. As a result, this organisation was forced to select from applicants with weaker credentials and soft skills.  
**Answer the following questions using the case study above:**  
a) What issue do you think the business is having?  
b) In what way might this issue be resolved?
  10. Write a note on the following: Job Description, Job Specification, Job Rotation, Job Enrichment & Job Enlargement. K5 CO3 (15)

### OR

#### **CASE STUDY**

Rahim was employed by a company and paid on a daily basis. It was challenging for him to provide for his family's fundamental requirements. His child became unwell. He lacked the resources to fund his daughter's retirement. He competed in a bicycle race and took home the winning money in order to pay for her medical treatment. He gratefully accepted the permanent, pensionable job offer from The Cycle Company.

**Answer the following questions using the case study above:**

- a. Cite the lines from the paragraph above and state which demands of Rahim are met by the Cycle Company's offer.
- b. Describe any other needs for Rahim not covered by the aforementioned requirements

K5 CO4 (15)