



DELHI INSTITUTE OF ADVANCED STUDIES

Plot No. 6, Sector-25, Rohini, Delhi-110085

(Approved by AICTE and Affiliated with GGSIP University for B.Com (H), BBA, MBA & MBA (FM) Programmes)
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MOCK MCQ TEST

**SUBJECT: HUMAN RESOURCE
MANAGEMENT**

PAPER CODE: BCOM 205



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1. Which of the following activities constitute HRM?

- i] Human Resource Planning
- ii] Recruitment and Selection
- iii] Job Design
- iv] Campus Design

- A. Both i and ii
- B. Both i and iv
- C. All i, ii, and iii
- D. All the above

2 Which of the following is covered under the development function of HRM?

- i] Employee Training
- ii] Career Development
- iii] Organization Development
- iv] Policy Development

- A. Only i and ii
- B. Only ii and ii
- C. Only iii and iv
- D. All i, ii and iii

3. What do the following characteristics in an individual indicate?

- i] Ability to take considerable responsibility
- ii] Ability to influence and control others
- iii] Problem solving skills

- A. Search for security
- B. Managerial competence
- C. Dysfunctional competence
- D. Technical-functional competence

4. _____ is a methodology to evaluate various elements of HRD.

- A. HRD Audit
- B. HRD Systems



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C. HRD Structures

D. HR Planning

5. The organization prefers people who look for _____ with the company.

A. A long - term association

B. Selection

C. Promotion

D. Training

6. The process of forecasting an organizations future demand for, and supply of, the right type of people in the right number is called

A. Recruitment

B. Human Resource Planning

C. Human Capital Management

D. Human Resource Management

7. A process that is used for identifying and developing internal people with the potential to fill key business leadership positions in the company is called

A. Succession planning

B. Investing in human resources

C. Highly talented personnel creation

D. None of the above

8. What is human factor?

A. Micro and macro issues of socioeconomic factor.

B. Interrelated Physiological, Psychological and Socio-ethical aspects of human being.

C. The entire concept of human behaviour

D. None of the above.



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9. What are the factors responsible for the growth of HRM?
- A. Development of scientific management and awakened sense of social responsibility.
 - B. The problem of how the available human resource could effectively minimise the cost and maximise the production.
 - C. Technical factors, awakening amongst workers, attitude of the government, cultural and social system.
 - D. All the above.
10. Who has defined personnel management as a field of management which has to do with planning and controlling various operative functions of procuring, developing, maintaining and utilising labour force?
- A. Harold Koontz
 - B. Glueck
 - C. Michael Jucius
 - D. Flippo
11. Directing is one of the important functions of HRM which comes under_____.
- A. managerial function
 - B. operative function
 - C. technical function
 - D. behavioral function
12. Whom does Human relation approach refer to?
- A. Worker, who should be given humanly treatment at work.
 - B. Mutual cooperation between employer and employee in solving the common problems.
 - C. Integration of people into a work situation that motivates them to work together to achieve productivity and also economic, psychological and social satisfaction.
 - D. None of the above.



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13. Who laid the foundation of HRM practice?

- A. Elton Mayo
- B. Roethlisberger and Dickinson
- C. Peter Drucker and Douglas McGregor
- D. David C. McClelland.

Q14. How HRM has become a highly specialised job?

- A. It is concerned with obtaining and maintaining a satisfied work force.
- B. It maximises the output and satisfaction of the employees.
- C. Promote group satisfaction and individual development.
- D. Optimum utilisation of man-power by motivation and improving the efficiency.

15. What is the scope of HRM?

- A. Training and development of employees for their growth.
- B. Maintenance of good industrial relations and workers' high morale for higher productivity
- C. Further researches in behavioural science, new ideas in man, management and advances in the field of training and development.
- D. None of the above.

16. HR's strategic architecture can be shown as: -

- A. HR Function → HR System → Employee Behaviors
- B. HR System → HR Function → Employee Behaviors
- C. HR Function → Employee Behaviors → HR System
- D. HR System → Employee Behaviors → HR Function

17. Which activities are not associated with human resource planning?

- A. Forward planning
- B. Scenario planning



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- C. Time keeping
 - D. Succession planning
18. JA process is: -
- A. Mostly informal
 - B. Specialized
 - C. Highly formal
 - D. Mostly technical
19. Why is job analysis so infused with organizational politics? Is it:
- A. The process which could lead to contraction of employees in a department and therefore diminishing its power base.
 - B. A result of interdepartmental rivalry.
 - C. Because it is not an objective activity.
 - D. The process through which companies try to shed labour.
20. Reasonable balance between demand and supply of labor is necessary in: -
- A. Manpower planning
 - B. JD
 - C. Recruitment
 - D. JA
21. Which of the following is not involved in manpower planning?
- A. Analysis of requirements
 - B. Intuitive judgment
 - C. Forecast
 - D. Course of action
22. Forecast requirements, besides demand, essentially take into account
- A. Processes
 - B. Consumers
 - C. Supply of labor
 - D. Products



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23. Statement describing the values, objectives and goal of HR department is called _____
- A. HR vision
 - B. HR strategy
 - C. HR mission
 - D. HR design
24. Method of data collection to back up a forecast of personnel needs _____
- A. IPS
 - B. PEEP
 - C. PAIR
 - D. HRIS
25. Minimum acceptable qualifications required for a job are termed as: -
- A. JS
 - B. JD
 - C. JA
 - D. Job Appraisal
26. Job Enlargement means: -
- A. Horizontal expansion
 - B. Vertical expansion
 - C. Diagonal expansion
 - D. Circular
27. That which adds more of the same type of duties requiring same skills is: -
- A. Job progression
 - B. Job enrichment
 - C. Job enlargement
 - D. Job relatedness
28. Intelligence and memory of a person constitute _____ characteristics: -
- A. Psychological
 - B. Physical
 - C. Mental
 - D. Social
 - E. Personal



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29. The use of process criteria in job selection means that the individual is being assessed on _____.
- A. The number of tasks they can process simultaneously.
 - B. A methodological approach to task completion.
 - C. How many tasks can be processed in a set amount of time.
 - D. The right way to complete a task successfully.
30. Which of the following is a stated outcome of 'Job Analysis'?
- A. Job description
 - B. Job specification
 - C. Job evaluation
 - D. All of the given options
31. Selection is concerned with_____
- A. The activity to select a suitable pool of candidates.
 - B. Always stimulating by the departure of an employee.
 - C. Always ascertaining a candidate's personality to ensure a suitable fit.
 - D. Applying appropriate techniques and methods to select a candidate.
32. Career planning involves determination of path of movement of an individual over-time
- A. Lateral
 - B. Upward
 - C. Downward
 - D. Stationary
33. Some of the most popular methods of attracting applicants include:
- A. Radio and TV advertisement
 - B. Press advertising
 - C. Employee referral schemes
 - D. Commercial job boards
34. Selection methods can include:
- A. Interviews
 - B. Ability tests
 - C. References
 - D. A trial periods



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35. The most popular form of interview is _____
- A. The situational interview
 - B. The competency based interview
 - C. The biographical interview
 - D. The unstructured interview
36. The interview is used as a method for determining _____
- A. The personality of the candidate.
 - B. The degree of fit between the applicant and the organizational culture.
 - C. His/her age.
 - D. Physical attributes.
37. MBO was first founded by: -
- A. Ulrich in 1997
 - B. Mohram and Mohram in 1995
 - C. Purcell in 2001
 - D. Drucker in 1955
38. _____ may be defined as sequence of separate, but related work activities providing for continuity, order and meaning in a person's life.
- A. Occupation
 - B. Job
 - C. Career
 - D. Task
39. Which of the following is not a modern method of Performance appraisal?
- A. 360 Degree Appraisal
 - B. HRA
 - C. BARS
 - D. GRS
40. Potential of employees can be judged by: -
- (i) Reviewing present performance
 - (ii) Analyzing personality traits



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- (iii) Re-looking past experience
 - (iv) Considering age and qualifications
 - (v) Explaining unused knowledge and skills of an employee
 - A. All of the above
 - B. i, ii, iii and iv
 - C. i, ii, iv and v
 - D. i, ii, iv and v
41. Job Evaluation helps in assessing
- A. Number of employees to be hired
 - B. Relative value of various jobs
 - C. Performance
 - D. Safety
42. If a single characteristic of a candidate affects the judgment of the interviewer, it is due to
- A. leniency
 - B. projection
 - C. halo effect
 - D. stereotyping
43. Which of the following is a Quantitative method of Job Evaluation?
- A. Job Comparison
 - B. Job Classification
 - C. Factor Comparison
 - D. None of the above
44. Value of Job, employees' contribution, and performance form the basis for
- A. Demotion
 - B. Rewards
 - C. Transfer
 - D. Dismissal
45. Which of the following is not a performance factor?
- A. Behavior
 - B. Quality and quantity of work



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- C. Attitudes
 - D. Dependability
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- D. Social
E. Personal
52. The use of process criteria in job selection means that the individual is being assessed on _____.
- A. The number of tasks they can process simultaneously.
B. A methodological approach to task completion.
C. How many tasks can be processed in a set amount of time.
D. The right way to complete a task successfully.
53. Chronic stress is the stress that wears at people day after day. Which of these is an example of chronic stress?
- A. An unhappy marriage
B. Ongoing money problems
C. Dissatisfaction with a job
D. All of the given options
54. Stress can affect not only your health, but also other aspects of your life. What else can be affected by stress?
- A. Family relationships
B. Work performance
C. Your attention to safety
D. All of the given options
55. _____ is the process of assessing progress toward strategic goals and taking corrective action as needed.
- A. Strategic management
B. Strategic planning
C. Strategic control
D. Diversification
56. Which of these items would be in the highest security category of a typical HRIS?
- A. Employee name
B. Former employers
C. Salary
D. Work location



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57. Playing the role of _____ requires designing and delivering efficient and effective HR systems, processes, and practices.
- A. Administrative Agent
 - B. Change Agent
 - C. Strategic Partner
 - D. Employee Advocate
58. A system used to acquire, store, manipulate, analyze, retrieve, and distributed information related to the company's human resources is called a(n) _____
- A. HRIS
 - B. Progressive discipline system
 - C. IRS
 - D. Contingent workforce system
59. Matching the job description with the individuals' qualification is an important aspect of;
- A. IS
 - B. MIS
 - C. HRIS
 - D. DBMS
60. Which of the following reflects the relationship between MIS & HRIS?
- A. Both are same
 - B. MIS is one aspect of HRIS
 - C. HRIS is one aspect of MIS
 - D. No relationship exists



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ANSWER KEY

1	C	11	A	21	B	31	D	41	B	51	C
2	D	12	C	22	C	32	B	42	C	52	D
3	B	13	C	23	C	33	B	43	C	53	D
4	A	14	B	24	D	34	D	44	C	54	D
5	A	15	C	25	A	35	D	45	A	55	C
6	B	16	A	26	A	36	B	46	C	56	C
7	A	17	C	27	C	37	D	47	D	57	C
8	A	18	C	28	C	38	C	48	A	58	A
9	C	19	A	29	D	39	D	49	A	59	C
10	C	20	A	30	D	40	A	50	C	60	C