

HRM Question Bank

Sr. No	QUESTION	Option 1	Option 2	Option 3	Option 4
1	_____ is defined as the philosophy, policies, practices related to the management of people within the organisation	HRM	HRP	HRD	HRS
2	_____ involves estimation of manpower needs in terms of size and quality.	Human resource Planning	Human Resource developing	Human Resource Recruitment	Human Resource staffing
3	_____ includes attracting manpower for achieving organizational goals	staffing	Counselling	Recruitment	Head hunting
4	_____ function of HRM focuses on improving the performance of manpower.	Teaching	Training	Counselling	Therapy
5	_____ - is an ongoing evaluation of individual employee in an organisation	Assessment	Performance appraisal	Evaluation	Control
6	The function of HRM aims at ensuring fair and equitable pay differences among employees _____	Pay scale	Compensation management	Rewards	Awards
7	_____ includes activities and events that serve to protect organizational members from illness and physical dangers in the workplace.	Working conditions	Employee welfare	Gatherings	Employee Development
8	_____ focus on giving employees a voice, sharing information with them and consulting them on matters of mutual interest.	Employee participation	Employee Engagement	Employee Behaviour	Employee Development
9	The HRM policies and practices of an organisation are usually compiled in the form of _____	Personal Guide	Personnel manual	Personnel Book	Personnel achievement
10	In _____ strategy the focus is on providing great value at low cost.	Product Differentiation	Product Benefits	Cost Differentiation	Product Features
11	_____ refers to the process by which nature of job and manpower requirements can be estimated.	Job Analysis	Job Specification	Job Focus	Job Security
12	A _____ -is a specific set of tasks and duties performed by a given individual in the given firm.	Job	Profile	Position	Job Satisfaction
13	A _____ is a group of similar positions in the same organisation	Goal	Job	Targets	Vision
14	Job description is sometimes called as _____ description.	Monetary	Manpower	Position	Work
15	_____ includes information regarding the job title, code number of the job, department where the job is located.	Job Analysis	Job Description	Job Identification	Job Specification
16	_____ -includes the physical environment of the job, risks at the workplace.	Job profile	Working conditions	works place	Job Agenda
17	_____ -is a statement of the minimum qualities required in a candidate for the successful performance of the job.	Job Analysis	Job statement	Job specification	Job Analysis

HRM Question Bank

18	_____ means to determine the relative worth of job in an organisation.	Job Title	Job Assessment	Job Profile	Job Evaluation
19	Under this method of job evaluation _____ each job is compared with other jobs.	Job Ranking method	Job definition	Job Sourcing	Job Profile
20	_____ is a process of deciding on the contents of a job in terms of its duties and responsibilities, methods to be used, systems and procedures and relationships that should exist between the jobholder and superior.	Job design	Job Specification	Job Enlargement	Job Enrichment
21	_____ refers to breaking down of a job in to small tasks.	Work specification	Work simplification	Work definition	Work profile
22	In _____ the employee is rotated from one job to another.	Job Transfer	Attrition	Retirement	Job rotation
23	_____ is the process of increasing the scope of a job by adding more tasks to it.	Job Retirement	Job Enlargement	Promotion	Transfer
24	_____ refers to increasing a worker's control over the planning and performance of a job.	Job Enrichment	Job Improvement	Job specification	Job Enlargement
25	_____ are also referred to as semi-autonomous work groups.	TQM	Quality Circles	Self- managing teams	Self-disciplined Teams
26	_____ may be described as the positive or negative feelings that individuals have towards their job.	Dissatisfaction	Job satisfaction	Job Insecurity	Job Placement
27	_____ behaviour is the behaviour that goes beyond what is expected by the organisation.	Organisational culture	Organisational Relation	Organizational citizenship	Organisational Trend
28	_____ is the rate at which people leave an organisation.	Employee participation	Employee turnover	Employee Behaviour	Employee Development
29	_____ is a data base of the current employees working in the organisation.	Records	Database	Manpower inventory	Programs
30	Human Resource Planning involves requirements forecast of which resources?	Human Development	Human Resource	Employee Participation	Natural Resource
31	Human Resource Managers need to align HRM policies with this strategy.	Customer	Competitors	Government	Corporate
35	The process of studying and collecting information relating to the operation and responsibilities of a specific job.	Job Evaluation	Job Performance	Job Design	Job Analysis
36	According to whom Job Analysis is "the systematic investigation of job content, the physical circumstances in which the job is carried out, and qualifications needed to carry out job responsibilities."	Mr. Job	Edwin Flippo	Wendell French	F.W Taylor
37	This is sometimes called as position description.	Job Summary	Job Specification	Job Description	Job Identification

HRM Question Bank

38	Advice and guidance given regarding the choice of a career is known as	Planning Educational Curricula	Vocational Counselling	Training	Vestibule Training
39	what refers to breaking down of a job into small tasks?	Work Simplification	Job Enrichment	Job Rotation	Job Enlargement
40	What is a data base of the current employees working in the organization?	Management Inventory	Manpower Inventory	Organization Inventory	Investor Inventory
41	what is a computer system used to acquire, store, manipulate, analyze, retrieve and distribution information related to company's human resource?	HRIS	HRA	HRM	MIS
42	This refers to advancement of an employee to a higher post carrying greater responsibilities, higher status and better salary.	Transfers	Promotion	Training	Increment
43	It is a method of promotion, promotion stresses on ability of employee	Promotion based on ability	Promotion based on potentials	Promotion based on merit	Biased Promotion
44	Which type of transfers are affected to correct the wrong placement of the employee?	Penal	Shift	Remedial	Versatility
45	It is the act of increasing the knowledge and skill of the employee for doing a particular job.	Development	Skill	Training	Development
46	It is the process of searching for prospective employees and stimulating and encouraging them to apply for the jobs.	Recruitment	Placement	Promotion	Selection
47	It involves movement of managers from one position to another in planned manner.	Transfers	Promotion	Coaching	Job rotation
48	In this management trainees pretend to act out a particular role, displaying whatever behaviors they believe are appropriate in a given situation.	Evaluating	Behavior role modeling	Role playing	Problem solving method
49	This technique is also termed as T-group training.	Sensitivity training.	Human relations	In-basket method	Business games
50	This compensation refers to incentives, perquisites, fringe and benefits offered to the employees by the organization.	Supplementary	Cross	Primary	Vertical
51	Which incentives satisfy higher level of motivational needs?	Monetary	Non-monetary	Individual	Group
52	Reward systems tied to performance of individual employees are termed as.	Primary incentive plans	Secondary incentive plans	Individual incentive plans	Group incentive plans
53	Self managing teams are also termed as.	Problem solving teams	Autonomous teams	Participative teams	Collaborative teams
54	Under which method of employee's participation representatives of workers are nominated on the board.	Co-partnership	Suggestion scheme	Joint management council	Employee directors

HRM Question Bank

55	Reward systems tied to performance of individual employees are termed as.	Primary incentive plans	Secondary incentive plans	Individual incentive plans	Group incentive plans
56	Which is the oldest and best incentive plan.	Primary incentive plans	Secondary incentive plans	Individual incentive plans	Piecework incentive plans
57	The _____ give authority to subordinates to make decisions.	CEO	Foreman	Top management	Managers
58	The _____ of employees is an important factor that influences the success of participation.	Culture	Custom	Maturity	Individual
59	Which method of employees' participation is advisory in nature	Co-partnership	Suggestion scheme	Joint management council	Employee directors
60	The concept of QC was first introduced in _____.	Japan	Europe	United states	China
62	Directing is one of the important functions of HRM which comes under	Managerial Function	Operative Function	Technical Function	Behavioral Function
63	How HRM has become a highly specialized job?	It is concerned with obtaining and maintaining a satisfied work force.	It maximizes the output and satisfaction of the employees.	Promote group satisfaction and individual development.	Optimum utilization of man-power by motivation and improving the efficiency.
64	What is the importance of controlling?	An important mental process on the part of a manager	Ensure that activities are in accordance with the terms of the plan	Power to influence people's behavior	Process of regulating the activities.
65	The process of helping unwanted present employees find new jobs with other firms called	Employment	Replacement	Outplacement	Placement
66	Job evaluation essentially seeks to	Evaluate the performance of employees on their respective jobs	Evaluate the importance of various jobs in the organization	Establish the hierarchy of various jobs in the organization	Determine the relative worth of various jobs in an organization in monetary terms
67	Grievance redressal, discipline, collective bargaining are _____ of HRM	Integration function	Procurement function	Development function	Behavioral function
68	_____ provides information on the human attributes in terms of education, skills, aptitudes, and experience necessary to perform a job effectively.	Job description	Job specification	Job analysis	Job evaluation

HRM Question Bank

69	Who creates greater awareness among the employees by providing information of organization policies?	Coach	HR Professionals	Secretary	Peers
70	The activities or task performed on the job.	Job Summary	Job Specification	Job Description	Job Identification
71	It is a statement of the minimum qualities required in a candidate for performance of the job.	Job Summary	Job Specification	Job Description	Job Identification
72	_____ is also referred to employee specification.	Job Summary	Job Specification	Job Description	Job Identification
73	Wage is used mostly for _____ collar employees.	Green	Blue	White	Red
74	Salary is used mostly for _____ collar employees.	Green	Blue	White	Red
75	. The wage which is more than fair wage.	Minimum	Subsistence	Living	Daily
76	Which benefits and services are offered to employees in addition to compensation in the form of wages and salaries.	Bonus	Perquisites	Fringe benefits	Compensation
77	_____ is termed as services, facilities, and amenities provided to employees for their betterment.	Employees welfare	Perquisites	Fringe benefits	Compensation
78	Which activity brings the job-seeker and employer in contact with one another?	Recruitment	Selection	Induction	Placement
79	Job rotation is recommended for _____ managers in almost all organizations.	Lower Level	Top Level	Middle Level	At all levels
80	It is a method of promotion, promotion stresses on ability of employee	Promotion based on ability	Promotion based on potentials	Promotion based on merit	Biased Promotion
81	What are considered to be lateral promotion?	Job Boards	Assignments	Dry Promotion	Job Transfers
82	It is a lateral shift causing movement of individuals from one position to another.	Shifting	Promotion	Increment	Transfer
83	This type of transfer is initiated when there is excess manpower in one department or branch in the organization.	Replacement Transfer	Shift Transfer	Production Transfer	Penal Transfer
84	The objective of this interview is to discard those candidates who are totally unqualified for the job.	Application blanks	Selection tests	Reference checks	Preliminary interview
85	It is very popular method of getting information about the candidates.	Application blanks	Ability tests	Reference check	Preliminary interview
86	The interview that involves putting the candidate under severe emotional strain in order to test his responses.	Computerized interview	Stress interview.	Discussion interview	Aptitude test
87	It is the interview where several candidates are interviewed simultaneously.	Group interview	Patterned interview	Discussion interview	Stress interview
88	The training given to existing employees to do their job well.	Personal development	Job training	Upgrading current jobs	Overall development

HRM Question Bank

89	It provides information regarding who in the organization needs to be trained and what kind of training should be given.	Task analysis	Person analysis	Organizational analysis	Job analysis
90	It involves the examination of factors that facilitate the transfer of skills from training to job.	Organizational analysis	Task analysis	Person analysis	Job analysis
91	It involves identification of tasks that need to be performed, how they should be performed.	Organizational analysis	Person analysis	Tasks analysis	Job analysis
92	In this method the superior trains the juniors in the knowledge and skills required to do the job.	Coaching	Job rotation	Poaching	Counseling
93	It is the first step towards procuring qualified manpower for the organization.	Selection	Placement	Recruitment	Induction training
94	Its aim is to broaden the knowledge, skills and outlook of managers.	Promotions	Transfers	Job rotation	Coaching
95	In this method, the trainees work under individuals whom they are likely to replace.	Understudy assignments	Coaching	Team training	Transfers
96	Organizations frequently set up some groups to investigate and study various problems.	Project assignments	Committee assignments	Multiple management	Team training
97	In this method, a number of trainee executives are put together to work on a project.	Committee Assignments	Project Assignments	Multiple management	Team training
98	A task is selected that requires interaction and coordination among various employees.	Team training	Understudy assignments	Project assignments	Committee assignments
99	It is possible to give knowledge to a large number of trainees at the same time.	Conferences	Lecture method	Case study method	Seminars
100	This method encourages active participation and leads to greater two-way communication.	Lecture method	Conferences	Role play method	Case study method
101	It consists of problem situations to which the group has to find the best possible solution.	Case-study method	Problem solving method	Role play method	Lecture method
102	In this management trainees pretend to act out a particular role, displaying whatever behaviors they believe are appropriate in a given situation.	Evaluating	Behavior role modeling	Role playing	Problem solving method
103	In these trainees gain experience in making decisions on real-life problems under the double pressure of time and actions taken by rival organizations.	Role playing	Business games	In-basket method	Problem solving method
104	In this method, the trainee is placed in a simulated situation where he is given a basketful of items and he has to make decision on these items.	Sensitivity training	In-basket training	Business policy	Role play
105	In which method of performance appraisal each employee is compared to all other employees doing the same job?	Comparison	Essay	Graphic Rating	Ranking

HRM Question Bank

106	Which method of performance appraisal attempts to reduce the possibility of bias and prejudice in the rating process?	Critical Incidents	Forced choice method	Ranking	Checklist
107	In this method of evaluation, superiors merely write a detailed report of what they think about the subordinates.	Essay Evaluation	Forced Choice Method	Assessment Centers	BARS
108	What are the behaviors that are extremely important either to success or failure on the job and are identified through job analysis and discussion with the job incumbents?	Irrational	Absenteeism	Critical Incident	Group Appraisal
109	What involves a mutual agreement between the employee and supervisors on goals to be achieved in a given time?	Target Achievement Centers	MBO	Goal setting	Mission
110	What are the centers in the organizations where individuals are assessed in as systematic and scientific manner as possible, with the objective to evaluate individuals for future growth & development?	Training Center	Coaching	Assessment Centers	Institute
111	In this method, evaluation is done in terms of cost and contribution of employees. It attempts to measure the monetary value of human resources of the organization	Human Assets Accounting	Balance sheet Accounting	Human value Accounting	Manpower Accounting
112	This method of Feedback gathers performance information from multiple people, including one's subordinates, peers, supervisors and customers.	Complete Appraisal	Psychological Appraisal	360 Degree appraisal	Self-evaluation
113	_____ is a reward to employee for satisfactory performance.	Training	Compensation	Appraisal	Transfer
114	_____ compensation refers to wage and salary.	Supplementary	Cross	Primary	Vertical
115	Which incentives lead to basic motivation.	Monetary	Non-monetary	Individual	Group
116	Wage is used mostly for _____ collar employees.	Green	Blue	White	Red
117	Salary is used mostly for _____ collar employees.	Green	Blue	White	Red
118	_____ means similar pay for similar work.	Secondary equity	Primary equity	External equity	Internal equity
119	The wage which is more than fair wage.	Minimum	Subsistence	Living	Daily
120	Well planned employee wage and salary system leads to _____.	Cost control	Higher productivity	Employee motivation	Improved efficiency
121	_____ wage rate significantly influences how much the organization pays.	Going	Non-going	Payment	Piece
122	Jobs that are difficult to perform need _____ level of skills	Moderate	Low	High	Competent
123	The state economy has a lasting impact on the wages and _____.	Fringe	Economy	Salary	Compensation
124	In olden days wages were paid on the basis of _____.	Weights	Time	Capital	Piece
125	_____ system is a combination of piece wages.	Debt	Equity	Equity and debt	Written
126	Employees experience a sense of security as they are assured of _____ wages.	Living	Minimum	Standard	Fair

HRM Question Bank

127	Job _____ is used to measure the worth of a job.	Rotation	Enlargement	Enrichment	Evaluation
128	A _____ wage and salary system ensure equal pay for equal work.	Unsound	Sound	Regular	Irregular
129	The wage paid should be linked with _____.	Salary	Effort	Cost of living	Job
130	The wage and salary structure should be reviewed _____.	Regularly	Weekly	Monthly	Annually
131	_____ are payments based on monthly basis.	Salary	Incentives	Wages	Compensation
132	_____ are designed to motivate people to achieve higher levels of performance.	Salary	Incentives	Wages	Compensation
133	Designing of _____ gives importance to employee preferences and desires.	Salary plans	Wages plans	Compensation plans	Incentives plans
134	_____ are designed with flexibility.	Salary	Incentives	Wages	Compensation
135	_____ are a mixture of financial and non-financial motivation.	Salary plans	Incentives plans	Wages plans	Compensation plans
136	Piece work is the oldest incentive plan includes	Straight piecework plan	Non- Differential piecework plan	Non-straight piecework plan	Wage piecework plan
137	An incentive payment given to employees beyond normal base wages.	Salary	Bonus	Incentive	Compensation
138	What is commonly used in sales job.	Salary	Incentives	Wages	Commission
139	Which incentives are offered to highly talented and competent executives?	Bonus	Perquisites	Fringe benefits	Compensation
140	Which benefits and services are offered to employees in addition to compensation in the form of wages and salaries.	Bonus	Perquisites	Fringe benefits	Compensation
141	_____ is termed as services, facilities, and amenities provided to employees for their betterment.	Employees welfare	Perquisites	Fringe benefits	Compensation
142	The groups that are given large degree of decision -making autonomy.	Total quality circles	Quality circles	Self managing groups	Participative groups
143	_____ is concerned with the systems and procedures used by unions and employees to determine the reward and effort relationship.	Industrial relations	Public relations	Monetary relations	Participative relation
144	The employees, employers and the _____ are the parties involved in industrial relations.	Directors	Employees	Government	Members
145	_____ are most affected by the Industrial Relations.	Employers	Employees	Customer	Directors
146	Employee participation leads to _____ that effectively contributes towards organizational objectives.	Motivation	Collaboration	Cooperation	Cohesiveness
147	Participation eliminates barriers facilitating better _____ for discussing work problems.	Collaboration	Cohesiveness	Communication	Encouragement

HRM Question Bank

148	In ____ employees are willing to go beyond their duty and what is expected from them and do more for the organization.	Customer Satisfaction	Organizational Citizenship Behavior	Job Satisfaction	Job Specification
149	Which of the following methods are employed to make on-the-job training?	T-Group training	Class room method	Job rotation	Case study
150	Which of the following is not a non-monetary incentive?	Promotion	Competition	Bonus	Stability of work
151	Participation, recognition and power are some of the examples of:	financial motivation	extrinsic motivation	non-financial motivation	intrinsic motivation
152	The process of inducing or inspiring people to take the desired course of action means	Motivation	Induction	Staffing	Training
153	____ means urge to do something.	Power	Authority	Motive	Responsibilities
154	According to _____, "Promotion is a reassignment of the individual to a job of the higher rank."	Scott and Clothier	Wendell French	Maurice Dobb	Dales Bench
155	. It is a data base of the current employees working in the organization.	Manpower Planning	Manpower Recruitment	Manpower selection	Manpower inventory
156	A very good external source of recruitment is a recommendation from a current employee.	Online recruitment	Employment agencies	Employee recommendation	Campus interview
157	The services of an experienced employee of another organization are borrowed for a fixed period of time.	Poaching	Deputation	Casual applications	Ex-Employee
158	Educational and training institutions like IIM's and IIT's are a good source of recruiting qualified and trained personnel.	Campus recruitment	Advertisement	Employment agencies	Online recruitment
159	Internet has become an extremely important and useful tool of recruitment.	Professional bodies	Advertisements	Online recruitment	Campus recruitment
160	Often organizations receive unsolicited applications for jobs in the form of telephone calls, e-mails, letters etc.	Casual applications	Campus interviews	Employee recommendations	Online recruitment
161	The type of the interview, the format and the choice of questions is left to the interviewer.	Patterned interview	Unstructured interview	Discussion interview	Campus interview
162	A process in which job applicants are asked to provide the names and addresses of two or three persons who know them well.	Personality tests	Reference checks	Interests tests	Aptitude tests
163	It is the ability where one can predict how well a person will perform a particular task in the future.	Interests tests	Aptitude tests	Selection tests	Personality tests
164	what is the function of HRM, involves sum total of all rewards and allowances provided to employees in return for their services.	Gratuity	Perks	Compensation Management	Incentives
165	When employers award a percentage of pre-tax profits to the employees it is known as	Commision	Profit-sharing	Bonus	Salary
166	Carrer planning seek to correct employee	Placement	Promotion	Participation	Recruitment

HRM Question Bank

167	What is also known as "Golden Handshake"?	HRD	HRP	HRIS	VRS
168	This is a move by business to reduce cost due to decline in the profit.	VRS	Turnover	Downsizing	Layoff
169	What includes using personal contacts to locate job opportunities	Internal Recruitment	External Recruitment	Employee Referrals	Job sites
170	What is the process of searching the candidates for employment & stimulating them to apply for the job	Selection	Recruitment	Targeting	Transfer
171	Often organizations receive unsolicited applications for jobs in the form of telephone calls, e-mails, letters etc.	Casual applications	Campus interviews	Employee recommendations	Online recruitment
172	What happens when the employer is not able to give employment to workers whose name are borne on the muster rolls?	HRP	Layoff	VRS	Retirement
173	What involves systematic description of employee's job relevant strengths and weaknesses	Job Evaluation	Performance Appraisal	Performance Feedback	Control
174	What is a participative process in which job assignments are based on merit alone	Career Development	Career Counselling	Career Management	Career Planning
175	It is a document which contains the details of personnel policies of an organisation.	Personnel Manual	Personnel File	Departmental Documents	Booklet
176	What is a written statement showing job titles, tasks and duties involved in a job called?	Job Evaluation	Job Description	Job Analysis	Job Profile
177	It is the ability where one can predict how well a person will perform a particular task in the future.	Interests tests	Aptitude tests	Selection tests	Personality tests
178	The tests that helps in determining the personality traits of an individual.	Interests tests	Ability tests	Personality tests	Aptitude tests
179	. The objective of this interview is to discard those candidates who are totally unqualified for the job.	Application blanks	Selection tests	Reference checks	Preliminary interview
180	It is very popular method of getting information about the candidates.	Application blanks	Ability tests	Reference check	Preliminary interview
181	Which type of communications are essential for proper decision-making at the top	Downward	Upward	Horizontal	Circular
182	This involves giving employees more responsibility for scheduling, coordinating & planning their own work	Job Enrichment	Job Rotation	Job security	Job-Enlargement
183	what includes complex interections among managers, workers and agencies of the government	Trade Union	Industrial Relations	Workers participation	MBO
184	It is an organisation of workers formed to promote, protect & improve the interest of its members	Trade Circle	Trade Group	Trade Union	TradeMark
185	This is the rate at which people leave an organization.	Employee Participation	Employee Turnover	Employee Behavior	Employee Development

HRM Question Bank

186	In this strategy, the focus is on providing great value at low cost.	Product differentiation	Product benefits	Cost differentiations	Product Features
187	Human Resource Management is not a '_____' function.	Continuous	Rigid	Natural	Depends on resources
188	The HRM policies and practices of an organization are usually compiled of	Personnel Guide	Personnel manual	Personnel Diary	C) Personnel Book
189	Which of the following statements is not correct?	Management is a goal-oriented process	Management is a universal process	Management is a continuous process	Management is a rigid process
190	Job Analysis is a systematic procedure for securing and reporting information defining a	Specific job	Specific service	Specific product	Specific firm
191	Which among the followings describe the skills that are available within the company?	Human Resource Inventory	HRIS	Skills inventory	Management inventories
192	Resources and capabilities that serve as a source of competitive advantage for a firm over its rivals are called _____.	Core competency	Core competence	Competitive advantage	Competency
193	How HRM has become a highly specialized job?	It is concerned with obtaining and maintaining a satisfied work force.	It maximizes the output and satisfaction of the employees.	Promote group satisfaction and individual development.	Optimum utilization of man-power by motivation and improving the efficiency.
194	What is the importance of controlling?	An important mental process on the part of a manager	Ensure that activities are in accordance with the terms of the plan	Power to influence people's behavior	Process of regulating the activities.
195	The process of helping unwanted present employees find new jobs with other firms called	Employment	Replacement	Outplacement	Placement
196	Job evaluation essentially seeks to	Evaluate the performance of employees on their respective jobs	Evaluate the importance of various jobs in the organization	Establish the hierarchy of various jobs in the organization	Determine the relative worth of various jobs in an organization in monetary terms
197	HRM has now moved from the 'backroom' to the '_____'.	Master room	Boardroom	Frontroom	Linkroom
198	The changing profile of the work force in terms of age, sex, literacy, technical inputs and social background have implications for human resource planning.	Technological Change	Demography Change	Geographical Change	Organization Change

HRM Question Bank

199	Grievance redressal, discipline, collective bargaining are _____ of HRM.	Integration function	Procurement function	Development function	Behavioral function
200	An incentive plan in which a standard time for completing a particular job is established.	Straight hour plan	Secondary hour plan	Individual hour plan	Group hour plan