KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PGDHRM 1st Sem. Examination, 2014

Paper - 04

Human Resource Management

Time : 3 Hrs. Full Marks : 80

1. Answer the following (each within 50 words) $2\times5 = 10$
   (a) Briefly state why HRM is needed for an organisation.
   (b) State two important characteristics of manpower planning.
   (c) Explain what is meant by polycentric corporation.
   (d) What is meant by preliminary interview and what are its purpose?
   (e) Explain briefly a virtual organisation.
2. Answer any three of the following questions $4\times3 = 12$
   (each within 100 words)
   (a) Explain briefly the steps of recruitment process.
   (b) Distinguish between domestic and international HRM.
   (c) Explain e-recuirtment and e-selection and their advantages.
   (d) Discuss the importance of job analysis.
   (e) Which factors should be taken into account to retain highly skilled staff?
3. Answer any three of the following $6\times3 = 18$
   (each within 200 words)
   (a) Distinguish between placement and induction.
   (b) What steps should be taken while downsizing of the workforce.

(c) State the reasons for outsourcing HR activities by organisations.

(d) Distinguish between job enlargement and job enrichment.

(e) Explain work-life balancing programmes.

4. Answer any four of the following $10 \times 4 = 40$
(each within 400 words)

(a) What is meant by HR planning? Discuss the main steps involved in HR planning.

(b) What is job evaluation? How is job evaluation method useful for an industrial undertaking?

(c) What is meant by an interview? Discuss various guidelines to be followed for an ingterview.

(d) Describe the forces of change that results in corporate restructuring. What are its advantages and disadvantages?

(e) Explain the following concepts with examples.

(i) Halo effect (ii) Stereotyping

(f) Discuss different factors which influences in the recruitment process. Also state the difference between recruitment and selection.