**Bachelor in Management Studies**

**SYBMS (Semester IV)**

**Human Resource Planning & Information System**

**SAMPLE QUESTIONS**

1.The first step in the human resource planning process is:

a. preparing a job analysis.

b. forecasting future human resource needs.

c. assessing future demand.

d. assessing future supply.

2.The development and application of employees' skills and energies to accomplish the goals and objectives of the organisation is called:

a. human resource management.

b. human resource planning.

c. selection.

d. recruiting.

3.Which of these are components of human resource planning?

a. Recruitment & Selection

b. Induction & Development

c. Personal Development

d. All of the above

4..……… is the limitation of human resource planning:

a. Problem of surplus staff

b. Corporate Strategies

c. Corporate Policies

d. None of the above

5.Strategic Planning cannot exist without:

a. Human resource planning

b. Strategies

c. Policies

d. Workforce

6.Strategic human resource planning model:

a. Setting the strategic direction

b. Designing the human resource management system

c. Planning the total workforce

d.All of the above

7.Performance Evaluation is the step in:

a. Recruitment Process

b. Staffing Process

c. Strategic planning

d. Induction process

8.………….is the way of generating human resources:

a. Recruitment & Selection

b. Rewards

c. Compensation

d. Development

9.The basic purpose of human resource planning is to:

a. Identify the human resource requirements

b. Identify the human resource availability

c. matches the HR requirements with the HR availability

d. All of the above

10.Human resource planning techniques include the use of some or all of the following:

a. human resource inventories.

b. action plans.

c. control and evaluation.

d. all of the above.

11.………...is the process of managing people in organizations in a structured and thorough manner:

a. Human Resource Planning

b. Human Resource Management

c. Human Resource Development

d. HRIS

12.…………...is the act of process of following in order or sequence.

a. Career anchor

b. Self-assessment

c. Career skill assessment

d. Succession

13.Planning the total workforce required:

a. Organisation design

b. Workforce Planning

c. Job Design

d. All of the above

14.Process of forecasting, developing & controlling human resource in an enterprise is ……….

a. HRP

b. HRD

c. HRM

d. SHRM

15.The human resource planning is done based on the……….

a. HRM functions

b. organisational Plan.

c. HRM Scope

d. Market situation

16.The first step of HRP is

a. Forecasting future HR needs

b. Analysing existing HR needs

c. Implementation of HR plan

d. Evaluate & redesign of HR plan

17.………...is a process which enables the organisation to run smoothly by supplying required and desired work force at the right time.

a. HRP

b. HRD

c. HRM

d. SHRM

18.The activities in HRP doesn’t includes

a. Forecasting future HR needs

b. Analysing existing HR

c. Recruitment

d. Evaluate & redesign of HR plan

19.Evaluation helps to determine the extent to which \_\_\_\_\_ have been achieved.

a. Efficiency

b. Profit

c. Training objectives

d. Employee satisfaction

20.The human resource planning is done based on the

a. Market condition

b. Financial condition

c. External environment

d. Organisational Plan

21.HRP helps to understand the position of \_\_\_\_\_\_ in an organization.

a.Assets

b.Resources

c.Manpower

d.Material

22.HRP planning in an \_\_\_\_\_\_ oriented.

a. Present

b. Past

c. Future

d. none

23. Quantitative Approach of HRP planning is known as \_\_\_\_\_\_ approach.

a.Bottom up

b. Top Down

c. Mixed

d.Top managemet

24. The planning of human resources done by the government of the country is an example of \_\_\_\_\_\_ level of HRP.

a.National

b.Sectoral

c. Micro

d.Unit

25.Managerial judgement technique is used for forecasting \_\_\_\_\_ labour.

a.Demandfor

b.Supply of Demand for

c. Supply of

d.Eqilibrium

26.A \_\_\_\_\_\_ summarizes the skills, education, and experiences of current employees.

a.Skillsinventory

b. Staffing table

c. Succession plan

d. planning

27. Strategic HR planning establishes link between organization's strategic planning and \_\_\_\_\_.

a.HRP

b. HRD

c. HRIS

d. HRM

28.Human Resource Policies are \_\_\_\_\_\_ on the approach that the organization intends to adopt in managing its people.

a. Guidelines

b. Procedure

c. Rules

d. Strategies

29.HR Policies help in \_\_\_\_\_\_\_\_.

a.Effective Communication

b. Change Management

c.EffectiveCommunicationandChangeManagement

d.Information system

30. \_\_\_\_\_ technique is used to forecast demand when dependent and independent variable are functionally related to each other.

a.Managerial judgement

b. Regression

c. Delphi Technique

d. Ratio Analysis

31. Technically HRIS is a/an:

a. System software

b. System hardware

c. Database system

d. Operating system

32. HRIS is used to facilitate the decisions related to:

a. Overall organization

b. Employment planning

c. Sales forecasting

d. Resource allocation

33. As a result of which of the following activity, HRIS is gaining popularity day by day?

a. Generating organizational reports

b. managing resources effectively

c. Retrieving timely information

d. Handling bundles of data

34. HR department maintains \_\_\_\_\_\_\_\_\_\_\_\_ records.

a. Employee

b. Sales

c. Production

d. Inventory

35. Why organizational goals should be measurable?

a. Ensure goal ambiguity

b. Ensure goal attainment

c. Put high effort

d. Encourage employee participation

36. \_\_\_\_\_\_\_\_\_\_\_ is the main source of innovations.

a.Upgraded Technology

b. Human mind

c. Competitor’s pressure

d. Research & Development

37. Which of the following emerged when individuals realized the strength they could gain by joining together to negotiate with employers?

a. Trade unions

b. Human relation movement

c. Employment legislations

d.Industrial Dispute

38. Who is responsible to take corrective actions in response to unforeseen problems?

a. Liaison

b. Disturbance-handler

c. Figurehead

d. Spokeperson

39. Which of the following role a manager performs as a resource allocator?

a. Interpersonal role

b. Decisional role

c. Informational role

d. Supportive role

40. Under which of the following role, manager discusses issues and bargains with other units to gain advantages for their own unit?

a. Negotiator

b. Spokesperson

c. Disseminator

d. Entrepreneur

41. Organization is said to be open system, because:

a. It operates with an environment

b. It operates in isolation

c. Its activities are random

d. Its activities are independent

42. How often HR planning process is implemented within an organization?

a. Continuously

b. Annually

c. Bi-annually

d. Quarterly

43. The best hiring occurs when the goals of which of the following should consistent to each other?

a. HR managers, finance managers

b. Head office, Branch

c. Organization, Individual

d. Lower managers, Top managers

44. Why organizations provide attractive salaries, fringe benefits, career development opportunities to their employees?

a. To retain valuable human resources

b. To be the market leader in he future

c. To attract market leader in the future

d. To enforce government regulation

45. A practice used by different companies to reduce costs by transferring portions of work to outside provider rather than completing it internally is termed as?

a. Planning

b. Decentralization

c. Restructuring

d. Outsourcing

46. People within a group who initiate the work, give new ideas and also collect information about the task, are actually performing:

a. Information collector roles

b. Task oriented roles

c. Relationship oriented roles

d. Individual roles

47. Organization started emphasizing on making rules and regulations during:

a. Mechanistic period

b. Legalistic period

c. Catalytic period

d. Strategic period

48. Career counselling is part of which of the following functions of HRM?

a. Compensation & benefits

b. Planning & selection

c. Training & development

d. Maintenance of HRIS

49. Which of the following force makes an individual eligible to make decisions, give orders & directing work activities of others?

a. Power

b. Influence

c. Authority

d. Command

50.Job Analysis = job description + \_\_\_\_\_\_.

a.Specification

b. Design

c. Redesign

d. Planning

51. The power that comes from the virtue of position in an organization is called \_\_\_\_\_ power.

a.Legitimate

b.Coercive

c.Reward

4)Expert

52. Globalisation has impacted HRP process in terms of \_\_\_\_\_\_.

a.Increasedmanpowercost

b.Employee Retention

c.Increased manpower cost

4) Employee Retention

53. Multiskilling can be ensured through \_\_\_\_\_.

a. Job rotation

b. On job training

c.Jobrotationandjobtraining

4) Job Analysis

54. The process by which the organization changes its internal structure by revamping its departments is called as \_\_\_\_\_.

a.Outsourcing

b. Merger

c. Acquisition

4) Restructuring

55.The HRP practitioner is responsible for \_\_\_\_\_.

a.Issue of orders and instructions

b. Set up HRP Dept

c.IssueofordersandinstructionsandSetupHRPDept

4)None of opinion.

56. Conflicts arise due to \_\_\_\_\_\_ of option

a.Agreement

b.Disagreement

c. Agreement,

4) Disagreement

57. \_\_\_\_\_power is conveyed through the fear of losing one's job.

a.Coercive

b. Reward

c. Legitimate

4) Recognise

58. Success of HRP process can be found out through process of \_\_\_\_\_

a.HRP Evaluation

b.Strategic Planning

c. HRP evaluation and Strategic Planning

4) HRP

59. Planning for the needed resources can be done through preparation of \_\_\_\_\_\_\_\_\_.

a.Budgets

b.Programmes

c.Project

4) Analysis

60. Which of the forecasting technique is the fastest?

a. Work study technique
b. Flow models
c. Ratio trend analysis
d. HR demand Forecast

61. What does the Delphi technique use to do the forecasting?
a. Personal needs
b. Emotional needs
c. Social needs
d. All of the above

62. Which is the simplest flow model used for forecasting?

a. Semi - Markov Model
b. Resource based Model
c. Markov Model
d. Vacancy Model

63. \_\_\_\_\_\_\_\_\_\_\_ is a systematic procedure for collecting, storing, maintaining, retrieving and validating data needed by organisation about its human resources.
a. Data collection
b. Human Resource Information System
c. Management Information System
d. Maintenance of records

64. Choose the correct option, where Human Resource Information System can be used.
a. Succession planning
b. Retirement
c. Designing jobs
d. Inducting new hires

65. How many steps are involved in implementing Human Resource Information System?
a. 10
b. 5
c. 14
d. 15

66. Which of the following is a barrier while doing human resource planning?
a. HR information often is incompatible with the information used in strategy formulation
b. Implementing human resource information system
c. Managing inventories
d. Supply forecast

67. What are the pre- requisites for successful human resource planning?
a. Backing of top management
b. Personal records must be complete
c. Techniques of planning should be the best
d. All of the above

68. Which of the following is requisite for a typical succession planning?

a. Career counselling
b. Performance appraisal
c. Compensation plan
d. Employees quitting

69. \_\_\_\_\_\_\_\_\_\_ is the process of forecasting an organisations future demand for, and supply of, the right type of people in the right number.
a. Human Resource Planning
b. Recruitments
c. Human Resource Management
d. Human Capital Management

70. Which of the following factors state the importance of the Human Resource Planning?
a. Creating highly talented personnel
b. International strategies
c. Resistance to change and move
d. All of the above

71. 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. Highly talented personnel creation
b. Investing in human resources
c. Succession planning
d. None of the above

72. Which of the following option is not the factor that hinders with the human resource planning process?
a. Type and quality of forecasting information
b. Time horizons
c. Environmental uncertainties
d. Unite the perspectives of line and staff managers

73. What is the major issue faced while doing personal planning?
a. Type of information which should be used in making forecasts
b. Types of people to be hired
c. Multiple positions to be filled
d. Functional

74. Rearrange the following steps involved in the Human resource planning process in proper order:
A. HR Programming
B. HR Demand Forecast
C. Environmental Scanning
D. Control and evaluation of programme
E. Surplus - restricted hiring
F. HRP implementation
G. HR supply forecast
H. Organisational objectives and Policies
I. Shortage - Recruitments and Selection

a. ABCDEFGHI
b. CHBGAFDEI
c. IHDEBCAFG
d. IHGFEDCBA

75. Which of these factors is not included in environmental scanning?
a. Political and legislative issues
b. Economic factors
c. Technological changes
d. None of the above

76. \_\_\_\_\_\_\_ is the process of estimating the quantity and quality of people required to meet future needs of the organisation.
a. Demand forecasting
b. Supply forecasting
c. Environmental forecasting
d. Political

77. Which of the below given options are the forecasting techniques used?
A. Ration Trend Analysis
B. Delphi Technique
C. Staffing projections
a. A & C
b. B & C
c. A, B & C
d. A & B

78. Which of these is the purpose of recruitment?
a. Make sure that there is match between cost and benefit
b. Help increase the success rate of the selection process by reducing the number of visibly underqualified or over qualified job applicants.
c. Help the firm create more culturally diverse work - force
d. None of the above

79. The poor quality of selection will mean extra cost on \_\_\_\_\_\_\_ and supervision.
a. Training
b. Recruitment
c. Work quality

d. None of the above

80. Which of these is the most important external factor governing recruitments?
a. Sons of soil
b. Labour market
c. Unemployment rate
d. Supply and demand

81. While recruiting for non - managerial, supervisory and middle - management positions which external factor is of prime importance?
a. Political - Legal
b. Unemployment rate
c. Labour market
d. Growth and Expansion

82. A major internal factor that can determine the success of the recruiting programme is whether or not the company engages in \_\_\_\_\_\_.
a. HRP
b. Selection
c. Induction
d. Orientation
83. \_\_\_\_\_\_\_\_\_ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.
a. Selection
b. Training
c. Recruitments

d. Induction

84. How many stages does the recruitment process comprise of?
a. 2
b. 6
c. 9
d. 5

85. Rearrange the following steps of recruitment:
I. Searching
II. Evaluation and control
III. Planning
IV. Screening
V. Strategy development

a. III, II, I, V, IV
b. III, V, I, IV, II
c. IV, V, III, I, II
d. II, I, IV, V, III

86. What is the natural perception of people on the process of recruitment and selection?
a. Positive
b. Negative
c. Both positive and negative
d. None of the above

87. What is the main objective of the recruitment and selection process?
a. Recruit the right candidates
b. Meet the high labour turnover
c. To reduce the costs of recruiting
d. Reduce labour cost

88. Restructuring the elements including tasks, duties and responsibilities of a specific job is called as \_\_\_\_\_.

a.Specification

b.design

c.Redesign

d. Position

89. Which of the following approach emphasizes the effect of psychological & social factors on employee’s performance?

a. Scientific approach

b. Rational approach

c. Human relations approach

d. Systematic approach

90. On the date of joining the employee is introduced to the company and other employees this process is called as

a. Training

b. Induction

c. Introduction

d. Fresher welcome

91. Resistance from employees is \_\_\_\_\_\_\_\_\_\_ to HRP

a. Objective

b. advantage

c. scope

d. Disadvantage

92. \_\_\_\_\_\_\_\_\_\_\_\_ involves a collection of job related information

a. Job Description

b. Job analysis

c. Job designing

d. Job Enrichment

93. Working condition and Hazards involved in a job is included in

a. Job Analysis

b. Job Description

c. Job Design

d. Job Specification

94. Techniques of collecting Job Analysis Data does not include

a. Personal observe

b. Training

c. Maintenance of log records

d. Sending out questionnaires

95. Process of forecasting, developing & controlling human resource in an enterprise is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. HRP

b. HRD

c. HRM

d. SHRM

 96. A group of positions that have similar duties, tasks & responsibilities is called \_\_\_\_\_\_\_\_\_\_\_\_

a. Job

b. Duty

c. Designation

d. Grade

97. KSA represents

a. Knowledge, Skill, Aptitude

b. Knowledge, System, Aptitude

c. Knowledge, Skill, Approach

d. Knowledge, Skill, Attitude

98. \_\_\_\_\_\_\_\_\_\_ is commonly used by IT companies to assign their costly activities to outside providers for the purpose of cost saving as well as using of HR expertise in other companies.

a. Planning.

b. Decentralization.

c. Restructuring

d. Outsourcing

99. \_\_\_\_ is the process by which the knowledge of an employee, his skills , abilities and motives to perform a job must match the requirements of the job.

a. Recruitment

b. Job analysis

c. Selection

d. Placement

100. Which of the following is the first step in the process of job analysis

a. Developing a job description

b. Job specific competency determination

c. Information gathering

d. Developing a job specification