



**NAVVRACHANA  
UNIVERSITY**  
a UGC recognized University

**School:** School of Business and Law  
**Program/s:** BBA  
**Year:** 3rd **Semester:** 5th  
**Examination:** End Semester Examination  
**Examination year:** December - 2021

**Course Code:** HR309 **Course Name:** Recruitment and Selection  
**Date:** 02/12/2021  
**Time:** 02:30 PM to 04:30PM

**Total Marks:** 40  
**Total Pages:** 2

**Instructions:**

- Write each answer on a new page.
- This paper contains 5 questions, 10 marks each.
- Q.1 is compulsory. Attempt all the parts
- From Q.2-Q.5 attempt any 3 questions. Attempt all the parts of question chosen.
- The marks assigned to questions are shown at the end of each question.
- \* COs=Course Outcome mapping. # BTL=Bloom's Taxonomy Level mapping

Q. No.	Details	Marks	COs*	BTL#
Q.1	Answer Briefly:  a. Induction  b. Job enrichment  c. Difference between Transfer and Promotion.  d. "Selection is called as a negative process". Why?  e. What do you understand by training? Why is it needed?	2*5  2  2  2  2	CO1	BT1, BT2
Q.2	a. Explain various steps involved in the selection of personnel.  b. What is exit policy? What is the need for having an exit policy?	5  5	CO1, CO2	BT1, BT2, BT4
Q.3	a. Define Internal and External recruitment. What are the advantages of Internal and External recruitment?  b. Briefly explain the purpose of reference checking.	5  5	CO1, CO2, CO4	BT1, BT2, BT4
Q.4	a. Discuss the factors that will improve the effectiveness of an interview?	5	CO1, CO2, CO4	BT2, BT3, BT4

	b. What are the uses of "Job analysis" for a HR Department?	5		
Q.5	Describe the concept of Job description. Discuss the process of Developing Job Specification. What should be included in Employee specification.	10	CO1, CO2	BT1, BT2, BT5 BT6

\*\*\*\*\*End of Question Paper\*\*\*\*\*