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IBPS SO HUMAN RESOURCE QUIZ – 2

Directions: Study the following questions carefully and answers the questions given below:

1. Which of the following is not a part of the organizing function in HRM process?

- A. Giving each member a specific task
- B. Counseling the employees
- C. Delegating authority to the members
- D. Establishing departments and divisions
- E. Creating a system to coordinate the works of the members

2. Which of the following is an organizational objective of HRM?

- A. To be socially responsible to the needs and challenges of society.
- B. Minimize the negative impact of challenges upon the organization.
- C. To assist employees in achieving their personal goals.
- D. HRM is not an end in itself and the department exists to serve the organization.
- E. To maintain the contribution at a level appropriate to the organisation's needs.

3. Which of the following is a part of 'Workforce Planning'?

- A. Impact of turnover on future workforce.
- B. Reason for employees leaving.
- C. Retaining best talent
- D. Sources of employing best people.
- E. Most effective ways of training

4. Which of the following is part of the social security net for employees in India?

- A. Payment of Gratuity Act, 1972

- B. Workmen's Compensation Act, 1923
- C. Employee State Insurance Act, 1948
- D. Maternity Benefit Act, 1961
- E. All are correct.

5. Which of the following is a traditional method to measuring employee performance?

- A. Management by objectives
- B. BARS
- C. 360 degree appraisal
- D. Critical incidents method
- E. Cost Accounting method

6. Carrying out which of the following functions would ensure the staffing function is carried out well?

- A. Attracting and retaining talent
- B. Having a competent compensation policy
- C. Standard setting and Performance appraisal
- D. Both A and B
- E. All of the above

7. Which of the following is not a part of the Procurement Function of HRM?

- A. Job analysis
- B. Recruitment
- C. Career planning
- D. Selection
- E. Socialization

8. Which of the following is an on-the-job training method?

- A. Rotation
- B. Simulation
- C. Role play
- D. Lectures
- E. Both A and B

9. Which of the following is not a part of the Integration function of HRM?

- A. Employee well being B. Industrial relations C. Employee discipline
D. Grievance redressal E. Dispute settlement

10. 'Worker participation' is part of which of the following HRM functions?

- A. Compensation B. Staffing C. Motivation
D. Development E. Controlling



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Correct answers:

1	2	3	4	5	6	7	8	9	10
B	D	A	E	D	E	C	A	A	C

Explanations:

1.

The following points are part of the organizing functions in HRM process:

1. Giving each member a specific task to finish overall objectives of the job.
2. Establishing departments and divisions according to the nature of jobs and works in order to improve the efficiency, expertise and speedup the work.
3. Delegating authority to the members for a good cause and to make employees more responsible towards their job and organization.
4. Establishing channels of authority and communication.
5. Creating a system to coordinate the works of the members.

‘Counseling the employees’ is not a part of the organizing function but part of the staffing function.

Hence option B is correct.

2.

The organizational objective of HRM is to recognize that HRM exists to contribute to organizational effectiveness. It is not an end in itself; it is only a means to assist the organization with its primary objectives. Simply stated, the department exists to serve the rest of the organization.

Hence, option D is correct.

3.

Workforce Analytics and Planning



As per the figure above, option A is part of workforce planning while the rest are included under workforce analytics.

Hence, option A is correct.

4.

Providing and contributing Employee Provident fund, Payment of Bonus, compensation, payment of gratuity, maternity benefit, paternity benefit and employee insurance. In India there are some social security legislations which are to be followed and complied by any organisation and it is the duty of the Human Resource Manager to look after the same.

Payment of Gratuity Act, 1972

Workmen's Compensation Act, 1923

Employee State Insurance Act, [ESI] 1948

Payment of Bonus Act, 1965

The Employees' Provident Funds and Miscellaneous Provisions Act, 1952

Maternity Benefit Act, 1961 (Maternity Benefit (Amendment) Act, 2017)

All the options are correct.

Hence, option E is correct.

5.



As per the figure above, all the methods except for the critical incidents method are modern methods.

Hence, option D is correct.

6.

Staffing is one of the key functions of human resource management as staffing is the process of employing right people, providing suitable training and placing them in the right job by paying them accordingly and satisfactorily. The following functions form part of staffing –

1. Determining the type of people to be hired

Compensating the employees competitively

2. Setting performance standards, measuring and evaluating the employees

3. Counseling the employees

4. Recruiting prospective employees and selecting the best ones

Hence, all the statements are correct.

Option E is correct.

7.

Career planning is part of the development function of HRM. In this, HR managers help their employees in knowing their strengths for placing them in suitable job, guide employees what skills and knowledge should be acquired for attaining higher positions, planning for suitable training for polishing existing skill set and providing good work-life-balance to make balance between career and personal life.

Hence, option C is correct.

8.

On-the-job training methods: job rotation, coaching, job instruction, committee assignments, apprenticeship and internship.

Of the job training methods: classroom lecture method, audiovisual training method, simulation, bistable training, case studies, role playing and the programmed instruction method.

Hence, option A is correct.

9.

The following sub functions are contained in the integration function of HRM:

1. Industrial relations
2. Employee discipline
3. Grievance redressal
4. Dispute settlement
5. Collective bargaining
6. Being a spokesman of employees and organization
7. Resolving conflicts among employees
8. Prevention and dealing with sexual harassment

Option A is part of the maintenance/motivation function of HRM.

Hence, option A is correct.



10.

This function forms a part of the maintenance/motivation function of HRM.

Hence, option C is correct.



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