

PREVIEW QUESTION BANK

Module Name : cec24-mg09 HRM For Non-HR Managers-ENG
Exam Date : 18-May-2024 Batch : 09:00-12:00

Sr. No.	Client Question ID	Question Body and Alternatives	Marks	Negative Marks
Objective Question				
1	11261001	<p>HRM is the process of _____ and attending to their labour relations, safety and fairness concerns.</p> <ol style="list-style-type: none"> 1. Employee Payroll 2. Acquiring, training, appraising and compensating employees 3. Employee Acquisition 4. Employee development <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
Objective Question				
2	11261002	<p>A Job Description is a/an _____ of what the worker or employees does, how he or she is expected to do it, and what the job's working condition is.</p> <ol style="list-style-type: none"> 1. Oral statement 2. Analysis 3. Written Statement 4. Legal Document <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
Objective Question				
3	11261003	<p>_____ Refers to the abilities of promising candidates that can be developed for requirements of the organization.</p> <ol style="list-style-type: none"> 1. Talent 2. Staff 3. Client 4. Employers 	2.0	0.00

		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

4	11261004	<p>Among other things, HRM involves, managing relations with the employees while they are with the organization, until when it is the time for managing their _____.</p> <ol style="list-style-type: none"> 1. Promotion 2. Exit 3. Termination 4. Training <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

5	11261005	<p>Apart from Trend Analysis, other factors to consider while forecasting HR demand would not include:</p> <ol style="list-style-type: none"> 1. Workforce demographics 2. Retirements 3. Changing skill needs 4. Various pay scales <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

6	11261006		2.0	0.00
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Dave Ulrich classified four roles of an HR Manager. Strategic Partner, -----, Administrative Expert and Employee Champion.

1. Trade Union Member
2. Change Agent
3. Recruiter
4. Manager

A1 : 1

A2 : 2

A3 : 3

A4 : 4

Objective Question

7	11261007	<p>_____ means establishing goals and standards for the organisation along with developing rules and procedures for the present and future plans.</p> <ol style="list-style-type: none"> 1. Organising 2. Planning 3. Staffing 4. Leading <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

8	11261008	<p>_____ involves creating a sense of purpose and direction among the employees, and inspiring and motivating them to accomplish the goals.</p> <ol style="list-style-type: none"> 1. Leading 2. Organizing 3. Planning 4. Controlling <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

9	11261009	<p>Which is not falling under the core function of HRM?</p> <ol style="list-style-type: none"> 1. Health and Safety 2. Legal compliances 3. Recruitment and selection 4. Generating fund for charity <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

10	11261010	<p>Two kinds of forecasting techniques are used for determining the organization's projected demand for human resources:</p> <ol style="list-style-type: none"> 1. Judgmental Forecast, Statistical Projection 2. T-Test, Regression 3. Factor Analysis, Correlations 4. ANOVA, Past Experience <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

11	11261011	<p>_____ lists the knowledge, abilities, and skills required to perform the described job satisfactorily.</p> <ol style="list-style-type: none"> 1. Job description 2. Job Specification 3. Managerial statement 4. Code of conduct <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

12	11261012	<p>Executive Recruiters, also known as _____, are particular employment agencies employer retain to seek out top management talents for their clients.</p> <ol style="list-style-type: none"> 1. Job seekers 2. Managers 3. Head hunters 4. Management <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

13	11261013	<p>_____ is very popular for candidate testing.</p> <ol style="list-style-type: none"> 1. Situational judgement 2. Achievement test 3. Interest inventory 4. Personality Test <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

14	11261014	<p>Typical simulated tasks such as in-basket tests, group discussions, management games, presentations, tests, and interviews are part of _____.</p> <ol style="list-style-type: none"> 1. Assessment Centres 2. Achievement tests 3. Transactional Analysis 4. Employee motivation <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p>	2.0	0.00
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A4 : 4

Objective Question

15	11261015	<p>The general aim of employee selection is to find best fit between the person and the ____.</p> <ol style="list-style-type: none"> 1. Job 2. Business Context 3. Business Unit 4. Current Assignment <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

16	11261016	<p>In a _____ the interviewer conducts the interview with a list of pre-decided questions.</p> <ol style="list-style-type: none"> 1. Unstructured Interview 2. Structured Interview 3. Stress Interview 4. Open interview <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

17	11261017	<p>_____ involves downward shifting of an employee to a lower position in the hierarchy, with lower responsibility and pay.</p> <ol style="list-style-type: none"> 1. Demotion 2. Promotion 3. Lay-off 4. Enrichment <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p>	2.0	0.00
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		A4 : 4		
Objective Question				
18	11261018	<p>_____ includes information on employee benefits, personnel policies, employee daily routine, company organisation and operations, safety measures and regulations, and a facilities tour.</p> <ol style="list-style-type: none"> 1. Employee sourcing 2. Employee selection 3. Employee Recruitment 4. Employee orientation process <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
Objective Question				
19	11261019	<p>Employee _____ includes all forms of pay to employees on account of their employment.</p> <ol style="list-style-type: none"> 1. Compensation 2. Salary 3. Bonus 4. Incentives <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
Objective Question				
20	11261020	<p>How many weeks of leave provision is there in the Maternity Benefit Act 1961?</p> <ol style="list-style-type: none"> 1. 12 weeks 2. 36 weeks 3. 30 weeks 4. 26 weeks <p>A1 : 1</p> <p>A2 : 2</p>	2.0	0.00

		A3 : 3		
		A4 : 4		

Objective Question				
21	11261021	<p>Bonus should be paid within ____ months from the closing of the accounting year as per the Bonus Act, 1965.</p> <ol style="list-style-type: none"> 1. 4 months 2. 7 months 3. 8 months 4. 10 months <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00

Objective Question				
22	11261022	<p>The minimum and maximum bonus of an employee should be, _____ & _____ respectively, of the salary as per the Bonus Act 1965.</p> <ol style="list-style-type: none"> 1. 10% & 30 % 2. 5.55 % & 33 % 3. 9.5 % & 20 % 4. 8.33 % & 20 % <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00

Objective Question				
23	11261023	<p>_____ is a set of specific guidelines derived from the values and philosophy of the organization, its founders, or promoters, developed with the support of the stakeholders, aimed at enabling desired behavior and restricting undesired behavior that would help an organization realize its strategy when implemented effectively.</p> <ol style="list-style-type: none"> 1. Vision 2. Mission 3. Policy 4. Plan <p>A1 : 1</p>	2.0	0.00

A2 : 2

A3 : 3

A4 : 4

Objective Question

24	11261024	Hot stove rule is a reference for _____ at workplace.	2.0	0.00
		<ol style="list-style-type: none"> 1. Discipline 2. Recruitment process 3. Performance management 4. Exit 		
		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

25	11261025	_____ not only applies to similar remuneration for both men and women doing similar work, also reduces discrimination.	2.0	0.00
		<ol style="list-style-type: none"> 1. Minimum Wages Act 2. Equal Remuneration Act 3. Bonus Act 4. Factories Act 		
		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

26	11261026	_____ of the candidate is an important and desirable element of Interviewing.	2.0	0.00
		<ol style="list-style-type: none"> 1. Psychological Discomfort 2. Psychological Comfort 3. Anger 4. Nervousness 		
		A1 : 1		

A2 : 2

A3 : 3

A4 : 4

Objective Question

27	11261027	<p>_____ modelling involves showing employees the right path of doing work, letting trainees practice that way and then giving feedback on the performance.</p> <ol style="list-style-type: none"> 1. Ethical 2. Behaviour 3. Recruitment 4. Mathematical <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

28	11261028	<p>Effective employee on-boarding has four distinct levels known as the four Cs-</p> <ol style="list-style-type: none"> 1. Compliance, Clarification, Culture, Connection. 2. Critical thinking, Collaboration, Creativity, communication 3. Clarity, credibility, consistency, competitiveness 4. Competence, control, cooperation and control- <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

29	11261029	<p>_____ appraisal refers to the appraisal of an employee's performance by his or her colleagues.</p> <ol style="list-style-type: none"> 1. Peer 2. Upward 3. Downward 4. Diagonal 	2.0	0.00
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		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

30	11261030	<p>_____ is a process of identifying candidates for the open positions within an organisation.</p> <ol style="list-style-type: none"> 1. Selection 2. Recruitment 3. Sourcing 4. Social Media Marketing <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

31	11261031	<p>_____ is the organised process by which people learn and improve skills for a definite purpose.</p> <ol style="list-style-type: none"> 1. Development 2. Mentoring 3. Training 4. Coaching <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

32	11261032	<p>_____ is a method of job training where educational facilities approximate real working conditions and are equipped with actual production machinery.</p> <ol style="list-style-type: none"> 1. Vestibule Training 2. On-the-job training 3. Audio visual media-Based Training 4. Job Instruction Training 	2.0	0.00
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		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

33	11261033	<p>Grievance policy would be a part of which policy of an organization?</p> <ol style="list-style-type: none"> 1. Disciplinary policy 2. Core HRM Policy 3. Departure policy 4. Functioning Support <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

34	11261034	<p>Which labour law of India caters to the employee grievances at workplace?</p> <ol style="list-style-type: none"> 1. Factories Act 2. Minimum Wages Act 3. Equal Remuneration Act 4. Industrial Dispute Act <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

35	11261035	<p>_____ means conformity to the norms, rules, regulations, and expectations of the management by the employees.</p> <ol style="list-style-type: none"> 1. Discipline 2. Employee code 3. Management 4. Administration 	2.0	0.00
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		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		

Objective Question

36	11261036	<p>When the knowledge is not in written form, but flows from one employee to another, it is referred to as _____.</p> <ol style="list-style-type: none"> 1. Explicit knowledge. 2. Implicit Knowledge 3. Tacit Knowledge 4. Both Implicit and Tacit knowledge <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

37	11261037	<p>_____ is a more proactive and collaborative approach to improved performance measurement and assessment.</p> <ol style="list-style-type: none"> 1. Performance Management 2. Hire and Fire policy 3. Emphasis on discipline 4. Employee counseling <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

38	11261038	<p>The six criteria considered during performance assessment are quality, Quantity, Cost-effectiveness, _____, _____, & _____.</p> <ol style="list-style-type: none"> 1. Need for supervision, Time line and Interpersonal Impact. 2. Values, Ethics, and codes 3. Grievance handling, Disciplinary action and management. 4. Planning, designing and execution. 	2.0	0.00
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A1 : 1

A2 : 2

A3 : 3

A4 : 4

Objective Question

39	11261039	<p>_____ balance is the harmony between work and other life roles.</p> <ol style="list-style-type: none"> 1. Office-environment 2. Personal and inner life 3. Work-life 4. Social Life <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

40	11261040	<p>A _____ is a performance metric that mainly refers to past developments, and effect or result e. g. history and outcomes of certain actions and processes.</p> <ol style="list-style-type: none"> 1. Pivot points 2. Average true range (ATR) 3. Moving average (Simple and exponential) 4. Lagging indicator <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

41	11261041		2.0	0.00
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HR _____ is a method of collecting data from a relatively large number of respondents, using the same set of questions on a topic or topics then describing their responses.

- 1. Survey
- 2. Data
- 3. Outsourcing
- 4. Feedback form

A1 : 1

A2 : 2

A3 : 3

A4 : 4

Objective Question

42	11261042	<p>_____ means failure, refusal or inability of the employer to give employment to a workman on muster roll.</p> <ul style="list-style-type: none"> 1. Rejection 2. Lay off 3. Strike 4. VRS <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

43	11261043	<p>Direction sharing refers to open communication between the supervisor and the subordinate about the ____ and ____.</p> <ul style="list-style-type: none"> 1. Goals, Strategy 2. Mission, Vision 3. Planning, budget 4. Target, achievement <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

44	11261044	<p>_____help individual employees identify their development needs and obtain the training, professional development, and networking opportunities that they require to satisfy those needs.</p> <ol style="list-style-type: none"> 1. Trainers 2. Mentors 3. Career Coaches 4. Supervisors <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

45	11261045	<p>_____ Surveys give valuable insight into workplace relationships, training, opportunities for growth, and work processes within an organisations.</p> <ol style="list-style-type: none"> 1. Feedback 2. Employee Exit 3. Performance appraisal 4. Employee Behaviour <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

46	11261046	<p>The trade union movement began in India after the ____.</p> <ol style="list-style-type: none"> 1. World War I 2. World War II 3. Indo-China War 4. Indo-Pak <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

47	11261047	<p>_____ encourages employees to retire before the actual designated retirement age.</p> <ol style="list-style-type: none"> 1. Golden handcuff 2. Voluntary retirement scheme 3. Bonus 4. Gratuity <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

48	11261048	<p>Employee turnover also known as _____, is the overall turnover in an organisation's staff as existing employees leave and new ones are hired.</p> <ol style="list-style-type: none"> 1. Employee churn 2. Involuntary Exit 3. Superannuation 4. Voluntary Exit <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p> <p>A4 : 4</p>	2.0	0.00
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Objective Question

49	11261049	<p>Changing the HR operations through the use of next generation automation tools and standardised processes is expected to raise the service levels and improve the _____.</p> <ol style="list-style-type: none"> 1. Group discussion 2. Interview 3. Task allotment 4. Employee experience <p>A1 : 1</p> <p>A2 : 2</p> <p>A3 : 3</p>	2.0	0.00
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A4 : 4

Objective Question

50	11261050	<p>_____ is a strategy that involves relocating manufacturing processes to the neighboring countries.</p> <ol style="list-style-type: none">1. Cosourcing2. Geosourcing3. Offshoring4. Near-sourcing	2.0	0.00
		A1 : 1		
		A2 : 2		
		A3 : 3		
		A4 : 4		