

# **Come & Join Us at VUSTUDENTS.net**

For Assignment Solution, GDB, Online Quizzes, Helping Study material, Past Solved Papers, Solved MCQs, **Current Papers**, E-Books & more.

Go to <http://www.vustudents.net> and click **Sing up to register.**



**<http://www.vustudents.net>**

VUSTUENTS.NET is a community formed to overcome the disadvantages of distant learning and virtual environment, where pupils don't have any formal contact with their mentors, This community provides its members with the solution to current as well as the past Assignments, Quizzes, GDBs, and Papers. This community also facilitates its members in resolving the issues regarding subject and university matters, by providing text e-books, notes, and helpful conversations in chat room as well as study groups. Only members are privileged with the right to access all the material, so if you are not a member yet, kindly SIGN UP to get access to the resources of VUSTUDENTS.NET

» » Regards » »

**VUSTUDENTS.NET TEAM.**

Virtual University of Pakistan

Come & Join Us at [www.vustudents.net](http://www.vustudents.net)

Question # 1 : Organizational goals should be;

- A. Achievable**
- B. Ambiguous
- C. Random
- D. Vague

Question # 2 Organization, where employees are provided with the opportunity to learn on continuous basis is known as:

Select correct option:

- Formal
- Informal
- Bureaucratic
- Learning**

Question # 3 Job evaluation is conducted to develop:

Select correct option:

- Compensation packages
- Training modules**
- Organizational grapevine
- Rules & policies

Question # 4 The invisible barrier that blocks females & minorities from ascending into upper levels of an organization, is termed as:

Select correct option:

### Gender discrimination

Glass ceiling

Affirmative action

Stereotype

Question # 5 The process through which someone becomes aware of personal skills, interests, knowledge, motivations; acquires information about opportunities; identifies career goals; and establishes action plans to attain those goals is called \_\_\_\_.

Select correct option:

Organizational development

Career management

Career development

Career planning



Question # 6 The procedure of initiating a document that specifies job title, department, the date the employee is needed for work, and other details, is known as:

Select correct option:

Employee request

Employee appropriation

Employee requisition

Employee demand

Question # 7 Who is the primary person responsible for doing the actual appraising of an employee's performance?

Select correct option:

The employee's direct supervisor

The company appraiser

The human resource manager  
The EEO contact person

Question # 8 Socialization process of newly hired employees is usually conducted by:

Select correct option:

Marketing department

**HR department**

Accounts department

All of the given options

Question # 9 Which of the following term is said to be a part of Organizational Structure?

Select correct option:

Goal attainment

**Hierarchy level**

Performance standards

Supporting staff



Question # 10 HR responsibilities of staff managers include

Select correct option:

assistance in hiring

rewarding, counseling

assistance in promotion

**all given option**

Question # 11 Which of the following defines the process of 'Recruitment'?

Select correct option:

Forecasting the demand of human resources

Forecasting the supply of human resources

**Discovering potential job candidates for a particular position**

Making a "hire" or "no hire" decisions

Question # 12 Charismatic leaders are those who have the ability to:  
Select correct option:

Resolve every problem prevailing in the organization

**Influence others in a desired manner**

Command over larger number of employees

Strictly impose the set rules

Question # 13 Which of the following term is used for locating the qualified candidates?

Select correct option:

Recruitment sources

Recruitment leads

**Recruitment pools**

Recruitment personnels



Question # 14 Impact of individuals' behavior in an organization is studied under:

Select correct option:

Organizational culture

Organizational norms

**Organizational behavior**

Organizational rules

Question # 15 The lifelong series of activities that contribute to a person's career exploration, establishment, success, and fulfillment is

called:

Select correct option:

Organizational development

Career management

Career development

**Career planning**

Question # 16 Organization, where employees are provided with the opportunity to learn on continuous basis is known as:

Select correct option:

Formal

Informal

Bureaucratic

**Learning**

Question # 17 Providing timely performance feedback, development assignments, and support are all part of the \_\_\_\_\_'s role in career development.

Select correct option:

**Individual**

Manager

Company

Human resource specialist

Question # 18 Which of the following defines the process of 'Recruitment'?

Select correct option:

Forecasting the demand of human resources

Forecasting the supply of human resources

**Discovering potential job candidates for a particular position**

Making a "hire" or "no hire" decisions

Question # 19 Which of the following practice involves the selling off portions of the company and making severe staff reductions?

Select correct option:

Redesigning

**Restructuring**

Organizational designing

Reengineering

Question # 20 Authority is classified among \_\_\_\_\_ levels of categories.

Select correct option:

2

4

6

**3**

Question # 21 People within a group who initiate the work, give new ideas and also collect information about the task, are actually performing:

Select correct option:

Information collector roles

**Task oriented roles**

Relationship oriented roles

Individual roles

Question #22 several factors radically changed attitudes towards human resource information systems during

Select correct option:

During the 1960s and 1970s

**During the 1970s and 1980s**

During the 1990s and 2000s

During the 1950s and 1960s

Question # 23 System used to collect, record, store, analyze, & retrieve data related to an organization, is termed as:  
Select correct option:

- IS (Information System)
- MIS (Management Information System)
- HRIS (Human Resource Information System)**
- DBMS (Data Base Management System)

Question # 24 For the selection of pilot, PIA's management took the written test based on the understanding & application of aeronautical engineering; under which category this test will fall?  
Select correct option:

- Reliable test
- Content-valid test
- Criterion-valid test**
- Face-valid test

Question # 25 Employees quit the organizations at their own choice through  
Select correct option:

- Outplacement, restructuring**
- Discharging, layoff
- Transfer, demotion
- Resigning, retirement

Question # 26 The inner drive that directs a person's behavior towards goal attainment is known as:



Select correct option:

Performance

**Motivation**

Need

Attitude

Question # 27 As being part of an organization, it is an employee's \_\_\_\_\_ to align his/her actions according to the set rules & policies.

Select correct option:

Right

**Responsibility**

Task

Contractual right



Question # 28 Which of the following skill/s is/are required for an effective team?

Select correct option:

Problem-solving skills

Technical skills

Interpersonal skills

**All of the given options**

Question # 29 The physical or psychological condition induced in workers by overwork or overexposure to stress in the workplace, is known as:

Select correct option:

Exhaustion

**Burnout**

Collapse  
Fatigue

<http://www.vustudents.net>

Question # 30 Which of the following role a manager performs as a Resource allocator?

Select correct option:

**Interpersonal role**

Decisional role

Informational role

Supportive role

Question # 31 The emigration of trained and talented individuals to other nations due to lack of opportunity or other reasons is known as \_\_\_\_\_.

Select correct option:

Job Insecurity

Outsourcing

Workforce diversity

**Brain Drain**

Question # 32 Staffing is a process of hiring qualified employees at the right place and at the right time, to achieve \_\_\_\_\_.

Select correct option:

Targeted sales goals

Individual career goals

Come & Join Us at [www.vustudents.net](http://www.vustudents.net)

Return on investment

**Organizational objectives**

Question # 33 Manufacturing was the main concern of personnel department during:

Select correct option:

**Mechanistic period**

Catalytic period

Organistic period

Strategic period

Question # 34 \_\_\_\_\_ is achieved by combining capital, raw material & human resource by an organization.

Select correct option:

Sales

Capital

Input

**Output**

Question # 35 Supervisors fall into the:

Select correct option:

Top-level

Middle-level

**First-line level**

Executive level

Question # 36 HRM is associated with the management of:

Select correct option:

General people

Labors only

**Organizational people**

Employers only

Question #37 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:

Select correct option:

Planning

Decentralization

Restructuring

**Outsourcing**

Question #38 The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Question #39 Reactive approach to overcome the influence of discriminatory practices occurred in the past is referred as:

Select correct option:

Equal employment opportunity

**Affirmative action**

HR planning

Litigation process

Question # 40 Which of the following terminology describes the legal legislation in which job applicant should not be rejected on the basis of discriminatory practices?

Select correct option:

Affirmative action

Legal compliance

**Equal employment opportunity**

Stereotype

Question #41 An organization operates in:

Select correct option:

An isolated system

A closed system

A clogged system

**An open system**

Question #42 \_\_\_\_\_ refers to a set of expected behavior patterns attributed to someone who occupies a given position in a social unit.

Select correct option:

Norm

Perception

**Role**

Stereotyping

Question #43 People can be more productive while working in:

Select correct option:

Isolation

**Groups**

Crowd

None of the given options

Question #44 Which of the following component consists of a person's beliefs, opinions, knowledge, and information?

Select correct option:

Affective component

**Cognitive component**

Behavioral component

Objective component

Question #45 Which of the following involves holding beliefs about people that place them in categories for recognizing and accepting differences?

Select correct option:

Backlash

Mistrust

**Cohesiveness**

Stereotyping

Question #46 Which of the following personality characteristics are associated with people who are likely to exhibit violent behavior on the job?

**a. Neurotic**

b. Optimistic

c. Extraverted

d. Type A

Question #47 Which of these suggestions is an effective way to deal with stress?

- a. Meditation
- b. Exercise
- c. Talking with others
- d. All of the given options

Question #48 In most large facilities, who is responsible for reducing unsafe working conditions and reducing unsafe acts by employees?

- a. Chief executive officer
- b. Chief safety officer
- c. Occupational safety and health officer
- d. Chief operations officer

Question #49 Who distinguished between intrinsic motivation and extrinsic motivation?

- a. Frederick Taylor
- b. Frederick Herzberg
- c. David McClelland
- d. Edward Deci

Question # 50 Which of the following is categorized as an indirect payment portion of employee compensation?

- a. Wages
- b. Salaries
- c. Employer-paid insurance
- d. Commissions

Question #51 Stress can affect not only your health, but also other aspects of your life. What else can be affected by stress?

- a. Family relationships

- b. Work performance
- c. Your attention to safety
- d. All of the given options

Question #52 Unemployment benefits are typically about \_\_\_\_\_ percent of a person's earnings and last for \_\_\_\_\_.

**a. 50; 26 weeks**

- b. 75; 1 year
- c. 100; 2 years
- d. 25; 4 weeks

Question #53 Unsafe acts can be reduced through all of the following methods except:

**a. Job rotation**

- b. Screening
- c. Training
- d. Incentive programs



Question #54 Which of these is the most common type of retirement plan?

**a. Defined benefit**

- b. ERISA
- c. Defined contribution
- d. Money purchase plan

Question #55 Which one of the following statements is correct in relation to monetary rewards in accordance with Herzberg's Two-Factor theory?

a. Pay increases are a powerful long-term motivator

**b. Inadequate monetary rewards are a powerful dissatisfier**

c. Monetary rewards are more important than non-monetary rewards



d. Pay can never be used as a motivator

Question #56 Which pattern of communication is the quickest way to send a message?

- a. The circle
- b. The chain
- c. The Y
- d. The wheel**

Question #57 Chronic stress is the stress that wears at people day after day. Which of these is an example of chronic stress?

- a. An unhappy marriage
- b. Ongoing money problems
- c. Dissatisfaction with a job
- d. All of the given options**

Question #58 The relative position of an organization's pay incentives compared to other companies in the same industry is known as:

- a. Pay structure
- b. Pay appraisal
- c. Pay level**
- d. Pay feedback

Question #59 Poor quality lateral communication will result in which of the following?

- a. Lack of direction
- b. Lack of coordination**
- c. Lack of delegation
- d. Lack of control

Question #60 Which of the following is a health hazard in the work place?

- a. Uncollected waste paper
- b. Heavy object
- c. Frayed crypt
- d. All of the given options**

Question #61 Managers can motivate people to avoid performing dysfunctional behaviors by using:

- I. Extinction
- II. Punishment
- III. Negative reinforcement

- a. I, II, III
- b. I and III
- c. II and III
- d. I and II**

Question #62 Workers' compensation benefits fall into all of these major categories except:

- a. Medical care
- b. Retirement benefits**
- c. Disability income
- d. Death benefits

Question # 63 Expectancy theory focuses on the relationships between which three factors?

- a. Needs, effort and persistence
- b. Needs, performance and inputs
- c. Inputs, performance and outcomes
- d. Needs, performance and outcomes**

Question #64 A horizontal extension of the object to increase task variety is called:

- a. Job evaluation
- b. Job enrichment
- c. Job enlargement**
- d. Job rotation

Question # 65 Communication between two members of a project team from different function, but the same level of authority is \_\_\_\_\_ communication.

- a. UP ward
- b. Downward
- c. Lateral**
- d. Diagonal

Question #66 HRM is associated with the management of;

- A. General people
- B. Financial resources
- C. Organizational people**
- D. Community members

Q Question #67 To anticipate the human resource needs of the organization based on some previous data or managerial judgment is known as;

- A. Demand forecasting**
- B. Supplies forecasting
- C. Financial forecasting
- D. Sales forecasting

Question # 68 Top level managers require \_\_\_\_\_ skills the most;

- A. Technical
- B. Interpersonal

C. Conceptual

D. Mechanical

Question #69 Matching the job description with the individuals' qualification is an important aspect of;

A. IS

B. MIS

C. HRIS

D. DBMS

Question #70 HR managers are generally the \_\_\_\_\_ managers;

A. Line

B. Middle

C. Staff

D. Top

Question # 71 Cost of human resources refers to;

A. Company profits

B. Employee shares

C. Salary packages

D. Earned revenues

Question # 72 The process by which people acquire skills & abilities required to perform jobs at hand, is known as:

Select correct option:

Learning

Training

Development

Need analysis

Question #73 SWOT Analysis is a tool for;

- A. Determining organization's mission
- B. Developing organizational goals
- C. Formulating strategies
- D. Environmental scanning**

Question #74 Jobs are identified & grouped while;

- A. Planning
- B. Organizing**
- C. Leading
- D. Controlling

Question # 75 According to the Hawthorne studies, the productivity of employees;

- A. Increased by increasing light
- B. Decreased by decreasing light
- C. Increased by observing them**
- D. No change in their productivity

Question # 76 Manufacturing was the main concern of personnel department during;

- A. Mechanistic period**
- B. Catalytic period
- C. Organist period
- D. Strategic period

Question # 78 Which one of the following is NOT the source of workforce diversity?

- A. Age
- B. Gender
- C. Education

## D. Resentment

Question # 79 The thorough & detailed study regarding jobs within an organization is represented by;

### A. Job analysis

- B. Job description
- C. Job specification
- D. Job evaluation

Question #80 \_\_\_\_\_ is the process of acquiring, training, appraising and compensating employees, attending to their labor relations, health and safety and fairness concerns.

- a. Labor Relations
- b. Organizational Behavior
- c. Human Resource Management
- d. Organizational Health and Safety Management

Question # 81 Which of these refers to the temporary, part-time and self-employed workers?

- a. Internal labor force
- b. Contingent work force
- c. High-performance work systems
- d. Downsized employees

Question # 82 Which basic function of management includes delegating authority to subordinates and establishing channels of communication?

- a. Planning
- b. Organizing
- c. Leading

d. Staffing

Question # 83 Over the past 25 years, all of these areas of legal environment have influenced HRM except:

- a. Equal employment opportunity legislation
- b. Employees pay and benefits
- c. Employee competition legislation
- d. Job security

Question # 84 One of the most popular methods of increasing employee responsibility and control is \_\_\_\_\_.

- a. Outsourcing
- b. "Military model" of management
- c. HRIS
- d. Work teams

Question # 85 Which of these is a major dimension of HRM practices contributing to company competitiveness?

- a. Compensating human resources
- b. Acquiring and preparing human resources
- c. Managing the human resource environment
- d. All of the given options

Question #86 How has technology changed HRM practices?

- a. Recruiting using the web generates smaller, more focused applicant pools.
- b. Employee training is offered through scheduled classes rather than on demand.
- c. Electronic resumes take less time to evaluate than paper resumes.
- d. None of the given options.

- Question # 87 How do companies facilitate workforce diversity?
- a. Rely on external support systems for minority workers.
  - b. Encourage employees to challenge the beliefs and values of other employees.
  - c. Build in accountability through surveys and audits.**
  - d. Reinforce traditional values.

Question # 89 Employee involvement requires extensive additional HRM activity in which of these areas?

- a. Training**
- b. Benefits
- c. Labor negotiation
- d. Marketing

Question # 90 Managers who meet designated goals are \_\_\_\_\_.

- a. Assertive
- b. Efficient
- c. Effective**
- d. Entitled

Question #91 David conducts new employee orientation for a large organization. His work is within which basic HRM function?

- a. Management
- b. Motivation
- c. Career planning
- d. Training and development**

Question # 92 Employee relations specialists are involved in which of these activities?

- a. Handling employee complaints**



- b. Working with position control specialists in compensation
- c. Negotiating benefits packages
- d. Coordinating interview schedules

Question # 93 The father of scientific management is \_\_\_\_\_.

- a. Deming
- b. Burns
- c. Taylor**
- d. Hawthorne

Question # 94 Organizational behavior depicts the:

- A. Jargons used within the organization
- B. Collective behavior of an organization**
- C. Effect of society's common behavior on an organization
- D. Culture prevails in an organization

Question # 95 Leaders perform;

- A. Decisional roles
- B. Informal roles
- C. Informational roles
- D. Interpersonal roles**

Question # 96 Organizations take inputs from its;

- A. Rules & Policies
- B. Internal Environment**
- C. External Environment
- D. Legislations

Question # 97 As organizational activities are interrelated, it is said to be;

- A. A closed system
- B. An isolated system

**C. An open system**

D. A clogged system

Question # 98 Management sciences department is one of the \_\_\_\_\_ of the VU;

**A. System**

B. Subsystem

C. Board

D. Structure

Question #99 Shifting from manual to computerized system is resulted due to;

A. Workforce diversity

**B. Technological advancement**

C. Stake holder's involvement

D. Globalization

Question #100 A large organization is an EEO employer with an affirmative action plan. Which of these activities is performed as part of the plan?

a. All job applicants must have a recommendation from current or past employee

b. Insurance premiums from former employers of all applicants are analyzed

**c. Job requirements are determined based on skills, knowledge and abilities**

d. Job announcements are posted on the company bulletin board

Question # 101 Which of these items would be in the highest security category of a typical HRIS?

a. Employee name

b. Former employers

**c. Salary**

d. Work location

Question #102 Which of these decreases in the labor supply is the easiest to predict?

- a. Transfers-in
- b. Retirements**
- c. Voluntary quits
- d. Prolonged illnesses

Question #103 Wal-Mart differentiates its business by offering the lowest prices. Offering the lowest prices is Wal-Mart's \_\_\_\_\_.

- a. Functional strategy
- b. Competitive advantage**
- c. Distinctive competence
- d. Corporate strategy

Question #104 \_\_\_\_\_ is the process of assessing progress toward strategic goals and taking corrective action as needed.

- a. Strategic management
- b. Strategic planning
- c. Strategic control**
- d. Diversification

Question #105 \_\_\_\_\_ is the right to make decisions, to direct the work of others and to give orders.

- a. Leadership
- b. Authority**
- c. Delegation
- d. Management

Question # 105 Which of the following is considered a qualitative approach to job analysis?

- a. Position analysis questionnaire
- b. Interviews**
- c. Department of Labor approach
- d. Functional job analysis

Question #106 Willingness, capacity & opportunity to perform are said to be;

A. Performance outcomes

**B. Determinants of performance**

C. Performance appraisals

D. Types of performance standards

Question # 107 One of the major barriers to career advancement experiencing by working ladies

is;

**A. Difficulty in balancing work and family life**

B. Top management is usually male oriented

C. Lack of educational opportunities

D. Common perception that woman can not be better boss

Question #108 Alternative work arrangements include all of the

following EXCEPT;

- A. Part-time work
- B. Flexible hours
- C. On-site child care**
- D. Job sharing

Question # 109 Mr. Ahmed is a cashier and he feels dissatisfied at work. What best justifies this situation?

- A. His job may not be structured to suit his preferences**
- B. It involves physical toughness
- C. It requires mental toughness
- D. It involves too much customer interaction

Question #110 A practice used by companies to assign their costly activities to outside providers, (for the purpose of cost saving), rather than completing it internally is called;

- A. Planning
- B. Decentralization
- C. Restructuring
- D. Outsourcing**

Question #111 The \_\_\_\_\_ problem occurs when supervisors tend to rate all their subordinates consistently high.

A. Central tendency

**B. Leniency**

C. Strictness

D. Halo effect

Question #112 The relationship between critical incident method & BARS (behaviorally anchored rating scale) is;

A. No relationship exists

B. Different methods to evaluate performance

**C. Both are similar PA methods**

D. Comparison method is used for PA, while BARS is related to training evaluation

Question #113 What is another term for 360-degree feedback?

A. Feedback loop

**B. Multi-source assessment**

C. Upward feedback

D. Circle feedback

Question #114 Standards are established to;

**A. Achieve desired outcomes**

B. Meet legal compliance

C. Achieve competitive advantage

D. Promote goodwill in market

Question #115 The point method to evaluate job is an extension of;

A. Ranking method

**B. Factor comparison method**

C. Classification method

D. Point factor method

Question # 116 Job evaluation is based on the;

A. Physical skills required by the job

**B. Relative job worth for an organization**

C. Complexity of the job to perform

D. Conceptual skill required by the job

Question # 117 Who is in the best position to observe and evaluate an employee's performance for the purposes of a performance appraisal?

- A. Peers
- B. Customers
- C. Top management

**D. Immediate supervisor**

Question # 118 Groups are called \_\_\_\_\_ if jobs are similar.

**A. Classes**

- B. Grades
- C. Scales
- D. Roles

Question # 119 Hawthorne studies depict the effects of work environment on:

**a) Human Behavior**

- b) Human Performance
- c) Human Satisfaction
- d) All the given options



Question # 120 Train the raters prior to conduct the performance appraisal is an important responsibility of;

A. Top management

**B. HR department**

C. Line managers

D. Production department

Question # 121 Currently Organizations are providing benefits to their employees;

**A. To attract new blood in the organization**

B. To create stronger customer relationship

C. To enhance the market share

D. All of the above

Question # 122 Rewards offered to labors involved in production, are categorized as;

A. Salary

B. Fringe benefits

**C. Wage**

D. Commission

Question # 123 The goal of pre-retirement educational programs is to;

A. Improve job satisfaction

B. Increase employee commitment

C. Minimize medical claims from retirees

**D. Ease the transition from working life to retirement**

Question # 124 Organizations put maximum effort in measuring performance of organizational people because;

A. It makes procedures cost effective

**B. It helps in detecting the problems**

C. It leads to product innovation

D. It assists in implementing new technology



Question #125 Following are all examples of direct compensation EXCEPT;

**A. Pension**

B. Salary

C. Bonus

D. Income

Question # 126 One of the main flaws of Classification method to evaluate the jobs is;

A. It is an expensive method

B. Only beneficial for small organizations

C. Maximum probability of biasness

**D. Not useful when jobs are different**

Question #127 Appraisal of a worker's performance can be described as:

a) Planning Activity

b) Organizing Activity

**c) Controlling Activity**

d) Leading Activity



Question # 128 Which of the following measurement methods rates employee performance? relative to other employees?

A. Graphic rating scale

**B. Comparative method**

C. Essay method

D. Critical incident method

Question # 129 Process of working with different resources to accomplish organizational goals is known as:

- a) Strategic management
- b) Human Resource management
- c) Management**
- d) Team work

Question # 130 The concept of how a person behaves in a group can be attributed to:

- a) Thermodynamics
- b) Group Dynamics**
- c) MBO (Management by objectives)
- d) Group Behavior

Question # 131 The study of Organizational Behavior is closely related to:

- a) Human Psychology
- b) Human Behavior in general
- c) Human Behavior at work**
- d) Human-Machine Interaction

Question #132 Essential component of an organization is:

a) Team

**b) Structure**

c) Individual

d) None of the given options

Question #133 The whole is greater than the sum of its parts is known as:

a) Efficiency

b) Effectiveness

c) Productivity

**d) Synergy**



Question # 134 Virtual teams can contribute to better coordination among the team members because:

**a) Technology brings them together on a forum.**

b) Team members meet physically with each other

c) Team members share views among themselves via communication links.

d) Team members have the real time environment for interaction.

Question # 135 Setting standards should be left to the employee rather than organization leads to self controlling because:

- a) It follows the management by objective approach.
- b) It increases the productivity of the worker
- c) It increases the confidence of workers
- d) Workers come up to the high standard since they have no pressure from his superiors.

Question # 136 Organizational efficiency is expressed as:

- 1.Planning for long-run goals
- 2.Making the best use of scarce resources
- 3.Goal attainment
- 4.Meeting deadlines

Question # 137 Goal setting is:

- 1.Top down process
- 2.Bottom up process
- 3.A process of top down support and bottom up development
- 4.A function of senior management

Question # 138 When the firm changes the way it operates, the process is known as:

- 1. Downsizing

2. Brain drain
3. Restructuring
4. Outsourcing

Question # 139 Which one is not included in the hiring process?

1. Recruitment
2. Socialization
3. Selection
4. Job specification

Question # 140 Extents of individual freedom and discretion employees have in performing their jobs is known as

1. Capitation
2. Flextime
3. Empowerment
4. Autonomy

Question #141 Which of the following measures are taken to assess the intensity of employees' satisfaction and their attitude toward the training program?

Select correct option:

- Continuous feedback
- Profitability rate
- Market share
- Productivity levels

Question # 142 Organization, where employees are provided with the opportunity to learn on continuous basis is known as  
Select correct option:

- Formal
- Informal
- Bureaucratic
- Learning

Question #143 Under which of the following no screening of applicant pool is conducted before making final selection?

Select correct option:

- Walk-in applicants
- Employee referrals
- Employment agency
- School placement



Question # 144 Which of the following is NOT a concern of Human Resource Development (HRD)?

Select correct option:

- Employee training
- Employee orientation
- Employee rights
- Employee appraisals

Question #145 The process through which someone becomes aware of personal skills, interests, knowledge, motivations; acquires information about opportunities; identifies career goals; and establishes action plans to attain those goals is called \_\_\_\_\_.

Select correct option:



- Organizational development
- Career management
- **Career development**
- Career planning

Question #146 Employee commitment has suffered in recent years because of:

Select correct option:

- Downsizing
- Training issues
- **Appraisals**
- Performance standards

Question #147 Following are the stages of socialization process, EXCEPT:

Select correct option:

- Pre-arrival stage
- Encounter stage
- Metamorphosis stage
- **Completion stage**

Question # 148 Which performance appraisal technique lists traits and a range of performance?

Select correct option:

Alternation ranking

**Graphic rating scale**

Management By Objective

Paired comparison

Question # 149 Which of the following is part of an employee's role in his or her own career development?

Select correct option:

Providing timely performance feedback

Participating in career development discussions

**Establishing goals and career plans**

Offering a variety of career options

Question # 150 \_\_\_\_\_ is achieved by combining capital, raw material & human resource by an organization.

Select correct option:

Sales

Capital

Input

**Output**

Question #151 Decision regarding the delivery medium for training is made prior to which of the following step?

Select correct option:

Evaluating the training program

**Designing the contents of training to be delivered**

Identifying whether the training is required or not

Conducting need assessment to identify issues

Question # 152 Unofficial part of an organization formed on the basis of common interests is known as:

Select correct option:

Formal organization

**Informal organization**

Bureaucratic organization

Virtual organization

Question #153 The re-arrangement of organizational structure & change in organizational culture is accomplished during:

Select correct option:

Task analysis

**Organizational analysis**

Person analysis

Management analysis

Question # 154 Which of the following statement reflects the 'Age Discrimination Act' for workers?

Select correct option:

**At the age of 40 to 70, workers can not be retired by force**

At the age below 18, workers can never be hired

Having 10 years of experience, workers should be promoted

Workers can never be rehired if retired once

Question # 155 Which of the following is a process of attracting individuals on timely basis, in sufficient numbers and with appropriate qualifications, to apply for jobs with an organization?

Select correct option:

Selection

**Recruitment**

Staffing

Enrollment

Question # 156 Which of the following method includes the exchange of information between organizational member & the applicant through a goal-oriented conversation?

Select correct option:

Counseling simulations

Vocational interest test

Role playing

**Employment interview**

Question # 157 If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the \_\_\_\_\_ of its affirmative action.

Select correct option:

Performance

Gaps

**Effectiveness**

Discrepancies

Question #158 Studying organizational behavior helps managers:

Select correct option:

To see the value of workforce diversity

To analyze the efficiency of organization

To analyze the efficiency of organization

**To become more effective in society**

Question # 159 If a company is employing the fresh graduates as well as the professional experts, the management is said to be enhancing

\_\_\_\_\_.

Select correct option:

Stereotyping

Variety

**Diversity**

Uniformity

Question # 160 The cognitive component consists of a person's

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Question # 161 Which of the given term is used to represent the segments of jobs held by an individual throughout his/her life time?

Select correct option:

Responsibility

**Career**

Occupation

Position



Question # 162 Which of the following information is NOT collected through observation method while conducting job analysis?

Select correct option:

**Who is monitoring the task?**

What task has done?

How task has done?

How long a task has taken to complete?

Question # 163 What is another term used for 360-degree feedback?

Select correct option:

Feedback loop

**Multi-source assessment**

Upward reporting

Round communication

Question # 164 Which one of the following is an outcome of 'organizing' function of management

Select correct option:

Organization's strategy

Motivation & commitment

**Organization's structure**

Performance measurement

Question # 165 Which of the following is a stated outcome of 'Job Analysis'?

Select correct option:

Job description

Job specification

Job evaluation

**All of the given options**

Question # 166 Which of the following is MOST important to manage workforce diversity?

Select correct option:

Lower cohesiveness

Support group

**Top-level commitment**

Resistance to change

Question # 167 Training to the raters of performance appraisal is an important responsibility of:

Select correct option:

Top management

**HR department**

Line managers

Production department

Question # 168 Graphic rating scales are subjected to all of the following problems, EXCEPT:

Select correct option:

Halo effects

**Complexity**

Central tendency

Leniency



Question # 169 Which of the following is responsible for implementing the developed strategies?

Select correct option:

**Human resource**

Physical resource

Rules & policies

Installed equipment

Question # 170 In which of the following area organizations are legally bound to maintain consistency in HR policies?

Select correct option:

Compensation system

Training & development

Safety measures

**None of the given options**

Question # 171 How can companies provide career counseling, development advice, and therapy for employees seeking to grow in their careers?

Select correct option:

**Provide career coaches**

Encourage role reversal

Establish a corporate campus

Offer online career centers

Question # 172 Which ONE of the following is not a part of Human Resource Development?

Select correct option:

Training

**Education**

Development

Rewards

Question # 173 What type of screening mode is used to reduce absenteeism and establish a baseline for future insurance claims?

Select correct option:

**Physical examinations**

Personality tests

Polygraph tests

Substance abuse screening

Question # 174 Which of the following is part of the organization's role in an employee's career development?

Select correct option:

**Communicating the mission, policies, and procedures**

Providing timely performance feedback

Participating in career development discussions

Seeking out career information

Question # 175 Which of the following term is said to be a part of Organizational Structure?

Select correct option:

Goal attainment

**Hierarchy level**

Performance standards

Supporting staff

Question # 176 "On going process of evaluating & managing both the behavior & outcomes in the workplace" is known as;

Select correct option:

Training & development

**Performance appraisal**

Compensation management

Job analysis

Question # 177 Which performance appraisal technique lists traits and a range of performance?

Select correct option:

Alternation ranking

## Graphic rating scale

Management By Objective

Paired comparison

Question # 178 HRIS helps managers to perform \_\_\_\_\_ more effectively & systematically.

Select correct option:

Management functions

Controlling functions

Planning functions

## HR functions

Question # 179 Job posting is:

Internal advertisement by an organization to attract candidates from the existing employees, against a vacancy.

The system of transferring existing employees to comparable new jobs available in the organization.

An arrangement of in house training of employees for career advancement.

Grouping together of a family of similar jobs, under a single title to establish uniformity of standards in controls and compensations.

Question # 180 Realistic job preview is a:

Technique for listing elements of job before selecting someone to perform it.

Performance appraisal technique.

A selection device that enables the candidates to learn both the negative and positive information about the job and organization.

None of the given options

Question # 181 Organizational efficiency is expressed as:

Planning for long-run goals

Making the best use of scarce resources

Goal attainment

Meeting deadlines

Question # 182 Goal setting is:

Top down process

Bottom up process

A process of top down support and bottom up development

A function of senior management

Question #183 When the firm changes the way it operates, the process is known as:

Downsizing

Brain drain

Restructuring

Outsourcing

Question # 184 Organization, where employees are provided with the opportunity to learn on continuous basis is known as:

Select correct option:

Formal

Informal

Bureaucratic

Learning

Question # 185 Under which of the following no screening of applicant pool is conducted before making final selection?

Select correct option:

Walk-in applicants

Employee referrals

Employment agency

School placement

Question # 186 Which of the following is NOT a concern of Human Resource Development (HRD)?

Select correct option:

- Employee training
- Employee orientation
- Employee rights**
- Employee appraisals

Question #187 Employee commitment has suffered in recent years because of:

Select correct option:

- Downsizing
- Training issues
- Appraisals**
- Performance standards

Question # 188 Following are the stages of socialization process, EXCEPT:

Select correct option:

- Pre-arrival stage
- Encounter stage
- Metamorphosis stage
- Completion stage**

Question # 189 Which performance appraisal technique lists traits and a range of performance?

Select correct option:

- Alternation ranking
- Graphic rating scale**

## Management By Objective

Paired comparison

Question # 190 Which of the following is part of an employee's role in his or her own career development?

Select correct option:

Providing timely performance feedback

Participating in career development discussions

Establishing goals and career plans

Offering a variety of career options

Question # 191 Decision regarding the delivery medium for training is made prior to which of the following step?

Select correct option:

Evaluating the training program

Designing the contents of training to be delivered

Identifying whether the training is required or not

Conducting need assessment to identify issues

Question # 192 Unofficial part of an organization formed on the basis of common interests is known as:



Select correct option:

Formal organization

**Informal organization**

Bureaucratic organization

Virtual organization

Question #193 The re-arrangement of organizational structure & change in organizational culture is accomplished during:

Select correct option:

Task analysis

**Organizational analysis**

Person analysis

Management analysis

Question # 194 Which of the following statement reflects the 'Age Discrimination Act' for workers?

Select correct option:

**At the age of 40 to 70, workers can not be retired by force**

At the age below 18, workers can never be hired

Having 10 years of experience, workers should be promoted

Workers can never be rehired if retired once

Question # 195 Which of the following is a process of attracting individuals on timely basis, in sufficient numbers and with appropriate qualifications, to apply for jobs with an organization?

Select correct option:

Selection

**Recruitment**

Staffing

Enrollment

Question # 196 If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the \_\_\_\_\_ of its affirmative action.

Select correct option:

Performance

Gaps

**Effectiveness**

Discrepancies

Question # 197 The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Question # 198 Which of the given term is used to represent the segments of jobs held by an individual throughout his/her life time?

Select correct option:

Responsibility

**Career**

Occupation

Position

Question # 199 Which of the following information is NOT collected through observation method while conducting job analysis?

Select correct option:

**Who is monitoring the task?**

What task has done?

How task has done?

How long a task has taken to complete?

Question # 200 What is another term used for 360-degree feedback?

Select correct option:

Feedback loop

Multi-source assessment

Upward reporting

Round communication



Question # 201 Which one of the following is an outcome of 'organizing' function of management?

Select correct option:

Organization's strategy

Motivation & commitment

Organization's structure

Performance measurement

Question # 202 Which of the following is a stated outcome of 'Job Analysis'?

**Select correct option:**

Job description

Job specification

Job evaluation

All of the given options

Question # 203 Which of the following is MOST important to manage workforce diversity?

**Select correct option:**

Lower cohesiveness

Support group

Top-level commitment

Resistance to change

Question # 204 Training to the raters of performance appraisal is an important responsibility of:

**Select correct option:**

Top management

HR department

Line managers

Production department

Question # 205 Graphic rating scales are subjected to all of the following problems, EXCEPT:

**Select correct option:**

Halo effects

**Complexity**

Central tendency

Leniency

Question # 206 Which of the following is responsible for implementing the developed strategies?

**Select correct option:**

**Human resource**

Physical resource

Rules & policies

Installed equipment

Question # 207 In which of the following area organizations are legally bound to maintain consistency in HR policies?

**Select correct option:**

Compensation system

Training & development

Safety measures

None of the given options

Question # 208 How can companies provide career counseling, development advice, and therapy for employees seeking to grow in their careers?

Select correct option:

Provide career coaches

Encourage role reversal

Establish a corporate campus

Offer online career centers

Question # 209 Which ONE of the following is not a part of Human Resource Development?

Select correct option:

Training

Education

Development

Rewards

Question # 210 What type of screening mode is used to reduce absenteeism and establish a baseline for future insurance claims?

Select correct option:

## Physical examinations

Personality tests

Polygraph tests

Substance abuse screening

Question # 211 Which of the following is part of the organization's role in an employee's career development?

**Select correct option:**

Communicating the mission, policies, and procedures

Providing timely performance feedback

Participating in career development discussions

Seeking out career information

Question # 212 Which of the following term is said to be a part of Organizational Structure?

**Select correct option:**

Goal attainment

Hierarchy level

Performance standards

Supporting staff



Question # 213 Which performance appraisal technique lists traits and a range of performance?

Select correct option:

Alternation ranking

**Graphic rating scale**

Management By Objective

Paired comparison

Question # 214 A group comprises of employees who work together to complete a particular task or project is known as:

Select correct option:

Interest groups

Command group

**Task group**

Friendship groups

Question # 215 People with which type of personality trait commonly make poor decisions because they make them too fast?

Select correct option:

**Type As**

Type Bs

Self-monitors

Extroverts

Question # 216 All of the following are Decision-making styles EXCEPT:

Select correct option:

Analytical

Conceptual

**Ethical**

Behavioral

Question # 217 Which of the following is NOT a factor in the individual perceiver?

Select correct option:

Attitude

Motive

**Location**

Perception

Question # 218 All are true for internal system approach except:

Select correct option:

## Increase rate of product innovation

Cut decision making time

Reduce production costs

Reduce time to market

Question # 219 Factors other than satisfaction that impact one's decision to leave a current job include all of the following EXCEPT:

Select correct option:

Labor market conditions

Length of tenure with the organization

Expectations about alternative job opportunities

## Organizational citizenship behavior

Question #220 Organizational variable that affect the human behavior are Performance appraisal, work design, communication and \_\_\_\_\_

Select correct option:

Organizational change

Cultural diversity

Rapid change

## Organizational structure and design

Question # 221 Which of the following is not considered as a characteristic of organizations?

Select correct option:

Social entities

Goal oriented

**Closed system**

Deliberately structured

Question # 222 Which of the following is NOT one of the six universal emotions, as agreed upon by most contemporary researchers?

Select correct option:

Anger

Fear

**Hate**

Sadness

Question # 223 \_\_\_\_\_ refers to manager's mental ability to analyze and diagnose complex situations.

Select correct option:

Human Skill

Managerial Skill

## Conceptual Skill

Technical Skill

Question # 224 Which of the following is 'NOT' one of the most common reasons people join groups?

Select correct option:

Security

Status

Equity

Power

Question # 225 Job appraisal is the part of \_\_\_\_\_

Select correct option:

Sociology

Anthropology

Psychology

Political science

Question # 226 Which of the following is NOT consistent with rational decision-making?

Select correct option:

Consistency

Value-maximizing

### Restrains

Ranking of criteria

Question # 227 This of the following is NOT a factor influencing perception:

Select correct option:

Perceiver

Situation

### Stimuli

Target

Question # 228 Which of the following statements about the determinants of personality is true?

Select correct option:

Personality appears to be a result of external factors

Personality appears to be a result of mainly hereditary factors

Personality appears to be a result of mainly environmental factors

**Personality appears to be a result of both hereditary and environmental factors**

Question # 229 Which of the following is the most productive stage in group development?

Select correct option:

Producing

Increasing

Maturity

**Performing**

Question #230 Today's managers understand that the success of any effort at improving quality and productivity must include \_\_\_\_.

Select correct option:

Quality management programs

Customer service improvements

**Employee's participation**

Manufacturing simplification

Question #231 Sana is an honest and straightforward person. She believes her employees are all similarly honest and straightforward, ignoring signs that they may be manipulating her. What perceptual shortcut is Sana most likely using?

Select correct option:

Contrast effect

Halo effect  
Stereotyping  
**Projection**

Question # 232 Which of the following is not a core topic of organizational behavior?

Select correct option:

Motivation  
Attitude development  
Conflict  
**Resource allocation**

Question #233 What do we call the process by which individuals organize and interpret their sensory impressions in order to give meaning to their environment?

Select correct option:

**Perception**  
Interpretation  
Social verification  
Environmental analysis

Question # 234 The organizations offer employee stock ownership programs to gain which of the following benefit?

Select correct option:

**Increasing employee satisfaction**  
Reducing salaries  
Reducing stress  
Increasing productivity



Question #235 Mr. Ehsan, Manager ABC Company found that skills of workers and machinery used by them as compared to the competitors in the market are obsolete within a year, which type of challenge ABC Company is facing?

Select correct option:

- Globalization and Culture
- High Quality and Low Quality
- Rapid Pace of Change**
- Multiple Stakeholders

Question # 236 Asad, one of your newest employees, is an extravert. Which of the following statements is LEAST likely to be true?

Select correct option:

- Asad will probably attend the company picnic
- Asad will be suited to a managerial or sales position
- Asad will probably have a large number of relationships
- Asad will perform well on specialized, detail-oriented tasks**

Question # 237 Which of the following fields has most helped us understand differences in fundamental values, attitudes, and behavior among people in different countries?

Select correct option:

- Anthropology**
- Psychology
- Political science
- Operations researches

Question # 238 Barriers to Social perception include all EXCEPT:

Select correct option:

Halo effect

Stereotyping

**Projection**

Selective Perception

Question # 239 People with which type of personality trait commonly make poor decisions because they make them too fast?

Select correct option:

**Type As**

Type Bs

Self-monitors

Extroverts

Question # 240 Workers in Pakistan are entitled to receive pension, medical facilities and gratuity come under:

Select correct option:

Human Rights

Moral Rights

**Legal Rights**

Personal Rights

Question # 241 Which of the following are terminal values?

Select correct option:

Accuracy and Creativity

Equality and Friendliness

Profitability and Hard work

**Excellence and Innovation**

Question # 242 Ahmed is responsible to transmit information to outsiders on organization's plans, policies, actions and results. Which managerial role is he playing in organization?

Select correct option:

Disseminator

**Spokesperson**

Representative

Figurehead

Question #243 Management roles (Interpersonal, Informational, Decisional ) were coined by

Select one:

**Henry Mintzberg**

Peter Drucker

Michael E. Porter

Bill Gates

