



**MGT 501**

**Composed By Faheem Saqib**

**2011 Current Solved Quizzes Of Mid Term**

**For more Help Rep At**

**Faheem\_saqib2003@yahoo.com**

Question # 1 of 20 (Start time: 09:00:03 PM) Total Marks: 1  
Opportunities & Threats are \_\_\_\_\_ to an organization.  
Select correct option:

- Important
- Internal**
- Central
- External

Question # 2 of 20 (Start time: 09:01:00 PM) Total Marks: 1  
The study of the firms past employment needs over periods of years to predict future needs is known as:  
Select correct option:

- Trend analysis**
- Regression analysis
- Ratio analysis
- None of the given options

Question # 6 of 20 ( Start time: 09:05:48 PM ) Total Marks: 1  
As an HR manager you have collected and reviewed the information\data related to a particular job, while conducting the job analysis. What will be your next step in this situation?  
Select correct option:

- Maintaining and updating the jobs
- Identify objectives of job analysis
- Identify the job to be analyzed
- Draft job description & job specification**

Question # 8 of 20 ( Start time: 09:08:21 PM ) Total Marks: 1  
The method which uses the organization's current level of employment as the starting point for determining future staffing needs is called \_\_\_\_\_  
Select correct option:

- Zero Based Forecasting**
- Bottom up Approach
- Simulation
- None of the above

Question # 9 of 20 ( Start time: 09:09:29 PM ) Total Marks: 1

Human resource management won final acceptance in:

Select correct option:

1980

1985

**1989**

1979

Question # 10 of 20 ( Start time: 09:10:07 PM ) Total Marks: 1

For calculating the human resource requirements following areas need forecast except :

Select correct option:

Personnel needs

Supply of inside candidates

Personal needs

**Supply of outside candidates**

Question # 11 of 20 ( Start time: 09:11:15 PM ) Total Marks: 1

Rajesh, who is a Hindu, applies for a job at ABC Company. The interviewer says that

WE hire Muslims only and we do not hire Hindu. Making this distinction:

Select correct option:

Is not allowable discrimination on the basis of religion

It's not the act of discrimination

It's more likely favoritism

**Discrimination is allowed at the interview stage of recruitment**

Question # 12 of 20 ( Start time: 09:12:39 PM ) Total Marks: 1

Before; leaving the org XYZ Mr. Ahmed operation manager was asked to update his \_\_\_\_\_ which includes his responsibilities and duties.

Select correct option:

Job identification

**Job specification**

Job description

None of the them

Question # 13 of 20 ( Start time: 09:13:40 PM ) Total Marks: 1

The Government for the first time has reserved a specific number of seats in the National Assembly for females. This practice of the Government is an example of:

Select correct option:

Affirmative Action

**Equal Employment Opportunity**

Social Responsibility

None of the above

Question # 16 of 20 ( Start time: 09:17:05 PM ) Total Marks: 1

Which job analysis method is suitable when job consist on discernible physical activity?

Select correct option:

Questionnaire

**Interview**

Observation

Combinations of method

Question # 20 of 20 ( Start time: 09:22:29 PM ) Total Marks: 1

According to which act, pay discrimination on the basis of gender for same position & performance is prohibited?

Select correct option:

Civil rights

**Equal pay**

Worker compensation

Age discrimination

Question # 1 of 20 ( Start time: 09:25:40 PM ) Total Marks: 1

\_\_\_\_\_ 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 # 3 of 20 ( Start time: 09:27:23 PM ) Total Marks: 1

Which of the following HR activity is the basic element of recruitment?

Select correct option:

Attract the job applicants for the particular post

**Select the best one among all applicants**

Train the people as per organizational requirements

Fire the non-performing employees

Question # 4 of 20 ( Start time: 09:28:55 PM ) Total Marks: 1

'Human Relation Approach' was emerged during:

Select correct option:

**1930-40**

1940-50

1950-60

1960-70

Question # 5 of 20 ( Start time: 09:30:18 PM ) Total Marks: 1

Which of them is the area covered under the study of job analysis?

Select correct option:

Employee behavior

Work activities

Performance standard

**All of the given options**

Question # 7 of 20 ( Start time: 09:32:46 PM ) Total Marks: 1

Methods of Collecting Job Analysis Information include

Select correct option:

Interview

Questionnaire

Logs

**All of given option**

Question # 8 of 20 ( Start time: 09:33:42 PM ) Total Marks: 1

Which of the following is NOT one of the methods of recruiting outside candidates?

Select correct option:

Job advertisements

Job postings

Employment agencies

**Executive recruiters**

Question # 9 of 20 ( Start time: 09:35:13 PM ) Total Marks: 1

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 # 11 of 20 ( Start time: 09:36:55 PM ) Total Marks: 1

Which one method of job analysis is universally superior?

Select correct option:

Individual interview method

**Group interview method**

Observation method

None of given options

Question # 12 of 20 ( Start time: 09:37:56 PM ) Total Marks: 1

'The process of determining the human resource needs of an organization and ensuring that the right number of qualified people are positioned in the right jobs at the right time' is described by which of the following term?

Select correct option:

Job planning

Resource planning

**Human resource planning**

Succession planning

Question # 13 of 20 ( Start time: 09:38:36 PM ) Total Marks: 1

The employees belonging to same gender or color or any other common attribute are usually found to communicate with other employees from the same gender or color. This refers to:

Select correct option:

**Segmented Communication Networks**

Lower Cohesiveness

Work Force Diversity

None of the above

Question # 16 of 20 ( Start time: 09:43:01 PM ) Total Marks: 1

Ahmed has already negative perception about two candidates who are in the list of Candidate's pool .what will be the best way to avoid biasness in the interview?

Select correct option:

**Ahmed should change his negative feelings into positive ones. .**

Org should change the interviewer.

It's better to conduct board interview.

It's better to conduct written test instead of interview

Question # 17 of 20 ( Start time: 09:44:02 PM ) Total Marks: 1

Background investigations and reference checks are considered to verify candidate's

\_\_\_\_\_.

Select correct option:

Age

Marital status

**Credentials**

Gender

Question # 18 of 20 ( Start time: 09:44:42 PM ) Total Marks: 1

The ability to think about abstract & complex situations is referred as:

Select correct option:

Technical skill

Interpersonal skill

**Conceptual skill**

Mechanical skill

Question # 19 of 20 ( Start time: 09:45:29 PM ) Total Marks: 1

The term "People" is one of the components of an organization which refers to:

Select correct option:

**Society**

Customers  
Human resource  
General public

Question # 20 of 20 ( Start time: 09:46:59 PM ) Total Marks: 1

For the job of material manager \_\_\_\_\_ might state that the "material manager purchases economically, regulate deliveries of store, and distribute all necessary material on production line."

Select correct option:

Job identification

**Job specification**

Job summary

None of the given options

Question # 1 of 20 ( Start time: 09:50:13 PM ) Total Marks: 1

How many levels of management are in a traditional organization?

Select correct option:

5

**3**

8

4

Question # 2 of 20 ( Start time: 09:51:24 PM ) Total Marks: 1

The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Question # 3 of 20 ( Start time: 09:51:57 PM ) Total Marks: 1

Job specification concentrates on which of the given aspects?

Select correct option:

KSA of an individual

Job with in an organization

**Job duties & responsibilities**

None of the given options

Question # 6 of 20 ( Start time: 09:55:00 PM ) Total Marks: 1

The physical examination is also one of the most important step of the selection process because:

Select correct option:

Detect communicable disease

Reduce Insurance claim

Ensure less absenteeism

**All of them**

Question # 7 of 20 ( Start time: 09:55:36 PM ) Total Marks: 1

Redesigning of an organization's processes, from materials Acquisition, to production, to marketing and distribution is called:

Select correct option:

Innovation

Restructuring

Reengineering

**Supply chain management**

Question # 8 of 20 ( Start time: 09:56:36 PM ) Total Marks: 1

The right to get equal pays while being in the same pay scale is supported by a:

Select correct option:

Law

**Rule**

Principle

None of the above

Question # 9 of 20 ( Start time: 09:57:48 PM ) Total Marks: 1

Opportunities & Threats are \_\_\_\_\_ to an organization.

Select correct option:

Important

**Internal**

Central

External

Question # 10 of 20 ( Start time: 09:58:11 PM ) Total Marks: 1

Which of the following best defines recruitment in an organization?

Select correct option:

Forecast the supply of outside candidates

Develop an appropriate applicant pool

Determine the importance of job applicants

**All of the given options**

Question # 11 of 20 ( Start time: 09:58:41 PM ) Total Marks: 1

The members of a group interact with each other to achieve a \_\_\_\_\_ objective

Select correct option:

**Particular/Shared**

Different

Question # 12 of 20 ( Start time: 09:59:11 PM ) Total Marks: 1

A note of appreciation for an employee is an example of \_\_\_\_.

Select correct option:

Pay

Benefits

**Non-Financial Rewards**

None of the above

Question # 13 of 20 ( Start time: 10:00:12 PM ) Total Marks: 1

According to which of the following term jobs that have similar demands in terms of skills, knowledge & abilities should be placed in common compensation groups?

Select correct option:

**Job evaluation**

Job analysis

Job description

Job specification

Question # 14 of 20 ( Start time: 10:01:38 PM ) Total Marks: 1

Which of following is the use of conducting cognitive aptitude test?

Select correct option:

Measures Inductive reasoning

Measures learning abilities

Measures Intelligence level

**All of them**

Question # 15 of 20 ( Start time: 10:02:49 PM ) Total Marks: 1

HRM has a \_\_\_\_\_ link with the corporate strategy of the organization.

Select correct option:

**Direct**

Indirect

Question # 16 of 20 ( Start time: 10:03:13 PM ) Total Marks: 1

There is a shared responsibility between line managers and human resource professionals

Select correct option:

Line managers and human resource professionals

Line manager and operational manager

Top executive and line manager

**All of given option**

Question # 17 of 20 ( Start time: 10:04:21 PM ) Total Marks: 1

Which of the following is NOT a goal of HRM?

Select correct option:

Integration of HRM with the corporate strategy of the organization

Producing the desired human behavior that helps to achieve the organizations goals

Creation of a flexible environment that can easily adopt change

**To endure proper delivery of products**

Formal organizations are \_\_\_\_\_ organizations.

**Structured**

unstructured



Spontaneous

None ●

Question # 1 of 10 ( Start time: 08:20:58 PM ) Total Marks: 1

Organizational commitment can be developed through promoting

Select correct option:

**Shared Values** page 48 corporate culture

Employee incentives

Bonuses

None of the above

Question # 2 of 10 ( Start time: 08:21:40 PM ) Total Marks: 1

Manager whose organizational function contributes directly to the achievement of organizational output at assembly line is called:

Select correct option:

**Line manager** page # 50 line authority

Staff manager

Personnel manager

CEO

Question # 3 of 10 ( Start time: 08:22:06 PM ) Total Marks: 1

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

Select correct option:

Sales

Capital

Input

**Output** all above are inputs and their mixture will result in output

Question # 4 of 10 ( Start time: 08:22:54 PM ) Total Marks: 1

The activities aimed at improving the internal work of teams is referred as

Select correct option:

**Team Building** page # 197

Team Forming

Team improving

None of the above

Question # 5 of 10 ( Start time: 08:23:39 PM ) Total Marks: 1

Following are the functions of human resource information system except?

Select correct option:

Job descriptions and job specifications

**Track hazardous materials.**

It tells only about human related info

swot analysis

Compliance with EEO legislation

Question # 6 of 10 ( Start time: 08:24:31 PM ) Total Marks: 1

Formal organizations are \_\_\_\_\_ organizations.

Select correct option:

**Structured**

Unstructured  
Irrational  
Spontaneous

Question # 7 of 10 ( Start time: 08:24:52 PM ) Total Marks: 1

Which of the following statement more accurately defines the committed workforce?

Select correct option:

- They are always on time
- They are very hard working
- They do their job as if they own the company**
- They do their jobs with out any mistake

Question # 8 of 10 ( Start time: 08:25:38 PM ) Total Marks: 1

How often HR planning process is implemented within an organization?

Select correct option:

- Continuously**
- Annually
- Bi-annually
- Quarterly

Question # 9 of 10 ( Start time: 08:26:09 PM ) Total Marks: 1

Quality oriented organizations always try to match the organization's goals with the:

Select correct option:

- Sales of products
- Supply of raw material
- Abilities of employees
- Advent of new technology**

Question # 10 of 10 ( Start time: 08:26:50 PM ) Total Marks: 1

Which of the following is not a component of the organization?

Select correct option:

- Task
- People
- Structure
- None of above**

**Question # 1:**

The process of ensuring that a qualified person is available to assume a managerial position once the position is vacant is called :

**Succession planning** page # 59

- Succession Development
- Human resource planning
- None of the given option

**Question # 2:**

Which of the following is NOT a source for both Skill and Ability?

- Knowledge
- Learning
- Experience
- None of the above**

**Question # 3:**

HR department became the main force behind all changes during:

Mechanistic period

Catalytic period

Organistic period

**Strategic period**

Question # 4 of 10 ( Start time: 08:31:46 PM )

Total Marks: 1

Which of the following is NOT a function of HRM?

Select correct option:

To Attract People

To Develop People

To Motivate People

**None of these**

Question # 5 of 10 ( Start time: 08:32:32 PM )

Total Marks: 1

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

page # 39

Question # 6 of 10 ( Start time: 08:33:38 PM )

Total Marks: 1

HRM has a \_\_\_\_\_ link with the corporate strategy of the organization.

Select correct option:

**Direct**

Indirect

Question # 7 of 10 ( Start time: 08:34:07 PM )

Total Marks: 1

Redesigning of an organization's processes, from materials Acquisition, to production, to marketing and distribution is called:

Select correct option:

Innovation

Restructuring

Reengineering

**Supply chain management**

Question # 8 of 10 ( Start time: 08:34:53 PM )

Total Marks: 1

Groups and Teams are \_\_\_\_\_

Select correct option:

One and the same things

**Different things**

page # 23

Question # 9 of 10 ( Start time: 08:35:21 PM )

Total Marks: 1

Which of the following is the main focus of Organizational Behavior?

Select correct option:

Society

Stockholders

## People at work

Union

Question # 10 of 10 ( Start time: 08:35:52 PM )

Total Marks: 1

The basic OB model suggests the study of the organization at \_\_\_\_\_levels

Select correct option:

**Organization ,group and individual**

group ,individual and hierarchical I

Organization , group and departmental

None of given option

Question # 1 of 10 ( Start time: 08:41:29 PM ) Total Marks: 1

Many studies have shown that people are more committed to their jobs if:

Select correct option:

They work in isolation

**Their participation is valued**

They have high rank in the hierarchy

They become the part of union

Question # 5 of 10 ( Start time: 08:41:40 PM ) Total Marks: 1

Org abs is facing unforeseen problems. Management has assigned the responsibility to AHMED for taking corrective measures to confiscate the problems. He is playing the role of:

Select correct option:

Monitor

Spokesperson

Disseminator

**Disturbance handler**

Question # 2 of 10 ( Start time: 08:41:44 PM ) Total Marks: 1

The term "Cost of human resource" is used in spite of which of the following option?

Select correct option:

Cost of production

**Rate of absenteeism**

page # 03

complicated technology

outdated equipment

Question # 6 of 10 ( Start time: 08:42:43 PM ) Total Marks: 1

Which of the following is true?

Select correct option:

**All the Teams are Groups but every group is not a Team**

All the Teams are not Groups but every group is a Teams

Question # 3 of 10 ( Start time: 08:42:47 PM ) Total Marks: 1

Which of the following reflects the relationship between MIS & HRIS?

Select correct option:

Both are same

MIS is one aspect of HRIS

**HRIS is one aspect of MIS**

No relationship exists

Question # 7 of 10 ( Start time: 08:43:08 PM ) Total Marks: 1

The process which is used to fulfill any or all firms future positions from maintenance clerk to CEO is called :

Select correct option:

**Human resource planning**

Planning

Employment forecasting

Strategic planning

Question # 8 of 10 ( Start time: 08:43:43 PM ) Total Marks: 1

Which one is the quality of informal group?

Select correct option:

**They are social in nature.**

**page # 22**

They have designated work assignments.

They established by the organizations.

They have predefined norms.

Question # 4 of 10 ( Start time: 08:43:47 PM ) Total Marks: 1

Which of following area is not covered under the study of OB?

Select correct option:

Perception

**Learning**

Compensation

Motivation

Question # 9 of 10 ( Start time: 08:44:49 PM ) Total Marks: 1

HR Specialist May be a

Select correct option:

human resource executive

manager

non-manager

**all given option**

**page # 52**

Question # 10 of 10 ( Start time: 08:45:21 PM ) Total Marks: 1

Which one is the correct statement?

Select correct option:

**A group is not always a team.**

A group is always a team

The term Group and teams are interchangeable

Teams and groups are synonyms

Question # 7 of 10 ( Start time: 08:46:43 PM ) Total Marks: 1

Brain Drain is term that refers to:

Select correct option:

**The lose of intellectual capital from the organization**

- The decline in the mental capacity of the work force
- The decline in the skills of the work force
- None of the above

Question # 8 of 10 ( Start time: 08:47:15 PM ) Total Marks: 1  
which of them are known as simple work teams, consist of eight to ten volunteers from a common work area who meet to find solutions to specific problems.  
Select correct option:

- virtual teams
- Cross Departmental Team
- Process teams

**Quality circles**

**page # 24**

Question # 9 of 10 ( Start time: 08:47:56 PM ) Total Marks: 1  
Which of the following is a term that concerns with the development of the employees so that they may take immediate decision without resorting or waiting for the orders of the superiors?  
Select correct option:

**Empowerment**

- Centralization
- Fringe Benefits
- None of the above

Question # 1 of 10 ( Start time: 08:50:39 PM ) Total Marks: 1  
Which one is true statement about groups?  
Select correct option:

**A group in itself does not necessarily constitute a team.**

- A group is always a team.
- A group is like a team.
- Team and groups are same.

Question # 2 of 10 ( Start time: 08:51:13 PM ) Total Marks: 1  
I think my friend is kind, charismatic, and funny. This statement shows the \_\_\_ component of attitude:  
Select correct option:

- Affective
- Behavioral

**Cognitive      thinking is just cognitive ,feeling is affective,** page # 17

- Affective and cognitive

Question # 3 of 10 ( Start time: 08:52:14 PM ) Total Marks: 1  
Strategic human resource management play its role in following areas except :  
Select correct option:

Environmental scanning  
Strategy formulation  
Competitive intelligence

**Advertisement planning**                      **see page 61,62**

Question # 4 of 10 ( Start time: 08:53:26 PM ) Total Marks: 1  
In which function the manager distributes authority among the workers .  
Select correct option:

Planning  
Leading  
controlling  
none of given option

Question # 5 of 10 ( Start time: 08:54:08 PM ) Total Marks: 1  
An Affirmative action is:  
Select correct option:

**An attempt to eliminate the effects of past discrimination**  
An attempt to sort out those who violate the code of conduct

Question # 7 of 10 ( Start time: 08:55:05 PM ) Total Marks: 1  
Personnel Management and Human Resource Management are:  
Select correct option:

Different things  
**One and the same things**                      **page # 28**

Question # 8 of 10 ( Start time: 08:55:53 PM ) Total Marks: 1  
Organizations should set the \_ goals:  
Select correct option:

**Attainable**  
Ambiguous  
Uncertain  
Random

Question # 9 of 10 ( Start time: 08:56:50 PM ) Total Marks: 1  
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  
Return on investment  
**Organizational objectives**                      **see page 45**

Question # 10 of 10 ( Start time: 08:57:34 PM ) Total Marks: 1  
Which of the following is NOT an Environmental Challenge for HRM?  
Select correct option:

### **Work Force Diversity**

Technology  
Globalization  
Improving Quality

Question # 1 of 10 ( Start time: 08:59:45 PM ) Total Marks: 1

Which of the following terms correctly represents different types of managers?  
Select correct option:

Executive, CEO, director  
Dimensional, functional, strategic  
Tactical, operational, functional

**Tactical. Operational, strategic**

**see page # 8,9**

Question # 2 of 10 ( Start time: 09:00:45 PM ) Total Marks: 1

Which of them is not the reason of restructuring?  
Select correct option:

Market dominance  
Economies of scale  
Technological advances

**Earning per share**

Question # 3 of 10 ( Start time: 09:01:53 PM ) Total Marks: 1

A system that prohibits interaction with the world outside is termed as \_\_\_\_\_  
Select correct option:

**Closed System**

Open System

Question # 4 of 10 ( Start time: 09:02:26 PM ) Total Marks: 1

Negative reaction of men for the career development of women is an Example of  
Select correct option:

**Biasness**

Backlash  
Resentment  
Backlash and discrimination

Question # 6 of 10 ( Start time: 09:03:56 PM ) Total Marks: 1

All the activities performed within an organization are:  
Select correct option:

Independent  
Arbitrary  
Random

**Interdependent**

Question # 7 of 10 ( Start time: 09:04:29 PM ) Total Marks: 1

Which of the following is not a function of HRM?  
Select correct option:



Recruitment

Training

Procurement <http://humanresource-power.blogspot.com/2010/10/procurement-function.html>

**None of the above**

Question # 8 of 10 ( Start time: 09:05:14 PM ) Total Marks: 1

Within an Organizations people work:

Select correct option:

Individually

**In hierarchy**

Separately

Independently

Question # 9 of 10 ( Start time: 09:06:06 PM ) Total Marks: 1

Organizational Citizenship is related with the:

Select correct option:

Performance of the employee

Performance of the Organization

**Nationality of the employees in the organization**

None of the above

Question # 10 of 10 ( Start time: 09:06:40 PM ) Total Marks: 1

A staff handbook is a reference tool for managers and staff. . The handbook contains the information

Select correct option:

Personal conduct

Terms and conditions

Briefing and induction

**all of given options**

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

Select correct option:

Liaison

**Disturbance-handler**

Figurehead

Decisions are made at the management level with \_\_\_\_\_ authority.

Select correct option:

**Functional**

Line

Staff

Operational

For calculating future staffing needs Ahmed the human resource manager at ABC is computing the number of employees in his firm at the end of each of last five years. Which of following forecasting method is being used by him?  
Select correct option:

**Trend analysis**

- Regression analysis
- Ratio analysis
- None of them

Authority is classified among \_\_\_\_\_ levels of categories.  
Select correct option:

- 2
- 4
- 6
- 3**

**page # 50**

Which of the following are the 3 basic sets of skills, managers should possess?  
Select correct option:

**Technical, interpersonal, conceptual**

- Human, conceptual, interpersonal
- Interpersonal, technical, human
- Technical, professional, mechanical

Which one of the following is not a benefit of workforce diversity?  
Select correct option:

- More innovation
- Better Problem solving
- Diversity Training
- Greater system flexibility**

For minorities or the affected classes, \_\_\_\_\_ is much fruitful than equal opportunity employment.  
Select correct option:

**Affirmative Action**

page # 54

- Workforce Diversity
- Merit based Selection
- None of the above

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

Which of the following discipline deals with the impact of individual's behavior in an organization?

Select correct option:

- Organizational culture
- Organizational norms
- Organizational behavior**
- Organizational rules

Question # 1 of 10 ( Start time: 09:16:39 PM ) Total Marks: 1

A manager's function is classified as line or staff based on the organization's:

Select correct option:

- Objectives** page # 50
- Vision
- Services
- Product

Question # 2 of 10 ( Start time: 09:17:27 PM ) Total Marks: 1

The basic unit of an organization is \_\_\_\_\_

Select correct option:

- Individual
- Group
- Team
- All of the above

Question # 4 of 10 ( Start time: 09:19:03 PM ) Total Marks: 1

Which of the following areas are affected by the reengineering?

Select correct option:

- Cost
- Quality
- Speed
- All of the above**

Question # 5 of 10 ( Start time: 09:19:29 PM ) Total Marks: 1

An organization that carries out welfare projects in the locality where its business exists other than its core business activity is:

Select correct option:

- Socially Responsible organization**
- NGO

Question # 7 of 10 ( Start time: 09:21:14 PM ) Total Marks: 1

\_\_\_\_\_ is termed as the "right arm of the top executive."

Select correct option:

- staff manager
- line manager
- personnel manager** page # 50
- Secretary

Question # 8 of 10 ( Start time: 09:21:51 PM ) Total Marks: 1

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 # 9 of 10 ( Start time: 09:22:17 PM )

Total Marks: 1

Which of the following is the function performed by the line managers?

Select correct option:

Line functions

Coordinative functions

Some staff functions

**All of the given**

Employment of which resource is a competitive factor for organizations.

Select correct option:

Land

Money

**Workforce**

Technology

Question # 2 of 10 ( Start time: 09:26:02 PM ) Total Marks: 1

Deciding whether Mom and Pop's superstore will compete with enormous markets head-to-head by building similar superstores is an example of

Select correct option:

**Strategic planning**

Tactical planning

Operational planning

All of the given options

Question # 3 of 10 ( Start time: 09:27:11 PM ) Total Marks: 1

Manager has authorized the worker to make his own schedule. This is the example of

Select correct option:

Controlling

Planning

**Empowerment**

Planning and organizing

Question # 6 of 10 ( Start time: 09:30:21 PM ) Total Marks: 1

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 # 8 of 10 ( Start time: 09:32:24 PM ) Total Marks: 1

HR responsibilities of staff managers include

Select correct option:

assistance in hiring

rewarding, counseling

assistance in promotion

**all given option**

Question # 10 of 10 ( Start time: 09:33:26 PM ) Total Marks: 1

Large organizations often have development programs with an aim to:

Select correct option:

**Prepare employees for higher level responsibilities within the organization**

Give employees the skills and knowledge to perform their current jobs

Monitor employee performance to ensure that it is at acceptable levels

Help a new employee adjust himself to the new job and the employer

Question # 2 of 10 ( Start time: 09:50:20 PM ) Total Marks: 1

The mass movement of technically skilled people from one country to another is known as:

Select correct option:

Immigration

**Brain drain**

Transfer

Shifting

Question # 3 of 10 ( Start time: 09:50:49 PM ) Total Marks: 1

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

Select correct option:

Management functions

Controlling functions

Planning functions

**HR functions**

Question # 4 of 10 ( Start time: 09:51:19 PM ) Total Marks: 1

Which of the following is mandatory for the formation of an organization?

Select correct option:

An individual

**Two or more individuals**

A proprietor

An employee

Question # 6 of 10 ( Start time: 09:52:11 PM ) Total Marks: 1

Human Resource Management starts with \_\_\_\_\_

Select correct option:

**HR Planning**

- Recruitment
- Selection
- None of the above

Question # 7 of 10 ( Start time: 09:52:39 PM ) Total Marks: 1  
\_\_\_\_\_ managers develop organizational wide goals.

Select correct option:

- Middle-level
- First-line level
- Low-level
- Top-level**

Question # 8 of 10 ( Start time: 09:53:03 PM ) Total Marks: 1  
Main source of creating difference among organizations is:

Select correct option:

**Human resource**

- Physical resources
- Modren technology
- Heavy budgets

Question # 9 of 10 ( Start time: 09:53:30 PM ) Total Marks: 1  
How do companies facilitate workforce diversity?

Select correct option:

- By relying on external support systems for minority workers
- By encouraging employees to challenge beliefs and values of other employees**
- By organizing social activities
- By reinforcing traditional values

Question # 2 of 10 ( Start time: 09:55:29 PM ) Total Marks: 1  
Which of these is not a technique used to manage the surplus of the workforce?

Select correct option:

- Early retirements
- Creative Recruiting**
- Restricted hiring
- Reduced hours

Question # 3 of 10 ( Start time: 09:56:32 PM ) Total Marks: 1  
Rules & policies are designed to protect:

Select correct option:

- Employees
- Employers
- Managers
- All of the above mentioned**

Question # 4 of 10 ( Start time: 09:57:05 PM ) Total Marks: 1

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

Return on investment

**Organizational objectives**

Question # 5 of 10 ( Start time: 09:57:28 PM ) Total Marks: 1

When Personal manager exerted the authority as a coordinator of personal activities he is acting like:

Select correct option:

**Right arm of top executive**

page # 50

Top executive

Staff manager

Right arm of staff manager

Question # 6 of 10 ( Start time: 09:58:38 PM ) Total Marks: 1

Which of the following is NOT a goal of HRM?

Select correct option:

Integration of HRM with the corporate strategy of the organization

Producing the desired human behavior that helps to achieve the organizations goals

Creation of a flexible environment that can easily adopt change

**To endure proper delivery of products**

Question # 7 of 10 ( Start time: 09:59:01 PM ) Total Marks: 1

Within an Organizations people work:

Select correct option:

Individually

**In hierarchy**

Separately

Independently

Question # 9 of 10 ( Start time: 10:00:23 PM ) Total Marks: 1

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 # 10 of 10 ( Start time: 10:01:50 PM ) Total Marks: 1

Organizational basic components are:

Select correct option:

Machinery, people, office building  
People, purpose, structure  
People, structure, finances  
**People, strategies, resources**

Question # 1 of 10 ( Start time: 10:02:27 PM ) Total Marks: 1  
A manager who approves the training program for employees is:  
Select correct option:

Line Manager  
**Staff Manager**                      **these are considered HR managers**  
General Manager  
None of the above

Question # 3 of 10 ( Start time: 10:03:39 PM ) Total Marks: 1  
Human resource management considers organization as:  
Select correct option:

**Entity**  
Process  
Person  
Staffing

Question # 4 of 10 ( Start time: 10:04:08 PM ) Total Marks: 1  
Authority is a/an \_\_\_\_\_ force to control others' behavior.  
Select correct option:

**Legal**  
Illegal  
Implied  
Applied

Question # 5 of 10 ( Start time: 10:04:34 PM ) Total Marks: 1  
Which of the following is a micro-level challenge faced by an organization?  
Select correct option:

**Work force diversity**  
Restructuring  
Legislation  
Technology

Question # 6 of 10 ( Start time: 10:05:15 PM ) Total Marks: 1  
Women can not do important or heavy jobs. This is an example of:  
Select correct option:

Stereotyping  
**Halo effect**

Question # Several factors had played their role in shaping the attitudes towards human resource management during  
Select correct option:



**the 1970s and 1980**

the 1950s and 1960s,  
the 1960s and 1965s  
the 1940s and 1950s

Which of them can be a possible reason of the layoff?

Select correct option:

Lack of cash

Lack of new projects

Lack of material

**All of the given options**

Question # 3 Which of the following statement best defines "Recruitment"?

Select correct option:

**It is a process of attracting a number of suitable applicants**

It is selecting the best candidate for the vacancy

It is a process of enhancing employees' knowledge and skills

It is used to determine the best performers in organization

Question # 5 Human resource management is not an end in itself;

Select correct option:

It is a self disciplinary and explanatory in nature

**It is only a means to assist the organization with its primary objectives**

It provides direction to the corporate-level business policy

It is a mean to keep an eye on production and distribution operations

Question # 6 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 # 8 To make an employment decision not on the basis of legitimate job related factors is known as

Select correct option:

Gender discrimination

**Employment discrimination**

**see page 54**

Stereotyping

Backlash

Question # 9 Ahmed is supervising the maneuver of whole organization, which one role is being played by him?

Select correct option:

Tactical manager

Operations manager

**Chief Executive**

Line manger

Question # 1 of 20 ( Start time: 06:59:21 PM ) Total Marks: 1

In order to promote unbiased management, organizations should develop:

Select correct option:

Powerful union

**Legal compliance**

Strategic alliances

Stakeholder influence

Question # 2 of 20 ( Start time: 07:00:52 PM ) Total Marks: 1

Which of the following is not a characteristic of an effective goal?

Select correct option:

Specific

Measurable

Challengeable

**None of the above**

Question # 4 of 20 ( Start time: 07:03:47 PM ) Total Marks: 1

Which of the following term is used as the indicator of missing information by the applicant while making selection decision?

Select correct option:

**Red flag**

Red alert

High alert

Alarming situation

Question # 5 of 20 ( Start time: 07:04:36 PM ) Total Marks: 1

Which of the following is the most correct statement?

Select correct option:

Job identification is helpful in distinguishing among jobs.

Job identification is not the part of job description.

Job identification does not necessarily include the job title

**Job identification only includes job title.**

Question # 6 of 20 ( Start time: 07:05:43 PM ) Total Marks: 1

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 # 7 of 20 ( Start time: 07:06:27 PM ) Total Marks: 1

Which system is used to collect, record, store, analyze, and retrieve data concerning organization's workforce?

Select correct option:

**MIS**

AIS

HRIS

FMIS

Question # 8 of 20 ( Start time: 07:07:10 PM ) Total Marks: 1

Which of the following source can be used to ensure the authentication of the information provided by the job applicant?

Select correct option:

**Reference check**

Criminal record

Application form

Credit history

Question # 9 of 20 ( Start time: 07:08:02 PM ) Total Marks: 1

Which one is the quality of informal group?

Select correct option:

**They are social in nature.**

They have designated work assignments.

They established by the organizations.

They have predefined norms.

Question # 10 of 20 ( Start time: 07:09:21 PM ) Total Marks: 1

Which one is not the component of the staffing function?

Select correct option:

Recruitment

**Strategic human resource planning**

Staffing

Training and development

Question # 11 of 20 ( Start time: 07:10:02 PM ) Total Marks: 1

The management wants to choose best out of candidate's pool but it is difficult to choose best among them due to their good eye contact and better communication skills. What kind of interview technique will be best in this situation?

Select correct option:

**Informal interview with structured rating forms**

Unstructured interview with rating forms  
Structured interview with structured rating form  
None of them

Question # 12 of 20 ( Start time: 07:11:29 PM ) Total Marks: 1

Org Abs wants to higher computer operators. They have designed a test to check their knowledge about different applications software's .This test is an example of:  
Select correct option:

Personality Tests  
Polygraph test  
**Job knowledge test**  
Simulations

Question # 13 of 20 ( Start time: 07:12:38 PM ) Total Marks: 1

Which one is not the function of human resource management?  
Select correct option:

Employee and labor relation  
Safety and health  
HR research  
**None of given options**

Question # 14 of 20 ( Start time: 07:13:54 PM ) Total Marks: 1

Atif's job is to recognize problem areas and implementing solutions. He is also responsible to select critical information from masses of data to direct the organization in the world of overflowing information. Which of the following skills are required to perform his job effectively?  
Select correct option:

**Conceptual skills**  
Human skills  
Technical skills  
Interpersonal skills

Question # 15 of 20 ( Start time: 07:14:36 PM ) Total Marks: 1

Decisions are made at the management level with \_\_\_\_\_ authority.  
Select correct option:

**Functional**  
Line  
Staff  
Operational

Question # 16 of 20 ( Start time: 07:15:26 PM ) Total Marks: 1

Which one is the recruitment method that may create glass ceiling effect?

Select correct option:

Job posting

**Recruitment agencies**

Word of mouth

Internship

Question # 17 of 20 ( Start time: 07:16:46 PM ) Total Marks: 1

Which of them are known as simple work teams, consist of eight to ten volunteers from a common work area who meet to find solutions to specific problems.

Select correct option:

**Virtual teams**

Cross Departmental Team

Process teams

Quality circles

Question # 18 of 20 ( Start time: 07:17:30 PM ) Total Marks: 1

Which one is the correct statement?

Select correct option:

**A group is not always a team.**

A group is always a team

The terms Group and teams are interchangeable

None of given option

Question # 19 of 20 ( Start time: 07:18:57 PM ) Total Marks: 1

Ahmed who is an adequate candidate for the job of general manager is preceded by Aslam who is a poor candidate and management mistakenly considered him much better for the available position at that time when there are many outstanding candidates in the applicant pool. This error is known as:

Select correct option:

Contrast error

Negative emphasis

**Halo effect**

Snap judgment

Question # 20 of 20 ( Start time: 07:20:16 PM ) Total Marks: 1

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 # 1 of 20 ( Start time: 07:27:04 PM ) Total Marks: 1

The authority exerted by a personnel manager is

Select correct option:

Line Authority

**Staff Authority**

Functional Authority

Authority given by Organization

Question # 2 of 20 ( Start time: 07:27:55 PM ) Total Marks: 1

A manager's function is classified as line or staff based on the organization's:

Select correct option:

**Objectives**

Vision

Services

Product

Question # 3 of 20 ( Start time: 07:29:22 PM ) Total Marks: 1

\_\_\_\_\_ is termed as the "right arm of the top executive."

Select correct option:

Staff manager

Line manager

**Personnel manager**

Secretary

Question # 4 of 20 ( Start time: 07:30:25 PM ) Total Marks: 1

Human resource management won final acceptance in :

Select correct option:

1980

1985

**1989**

1979

Question # 5 of 20 ( Start time: 07:31:33 PM ) Total Marks: 1

Quality oriented organizations always try to match the organization's goals with the:

Select correct option:

Sales of products

Supply of raw material

Abilities of employees

**Advent of new technology**

Question # 6 of 20 ( Start time: 07:32:07 PM ) Total Marks: 1

The test used to measure the cognitive abilities of person is also known as

Select correct option:

Aptitude test

Personality Tests

Intelligence test

**Psychomotor Abilities Tests**

Question # 11 of 20 ( Start time: 07:36:08 PM ) Total Marks: 1

Which of the following skills are required most by the Top-level managers?

Select correct option:

Technical skills

Interpersonal skills

**Conceptual skills**

All of the given options

Question # 12 of 20 ( Start time: 07:36:46 PM ) Total Marks: 1

The basic unit of an organization is \_\_\_\_\_

Select correct option:

Individual

Group

Team

**All of the above**

Question # 13 of 20 ( Start time: 07:37:11 PM ) Total Marks: 1

Which one of the following is Not included in 'Training and Development'?

Select correct option:

Employee orientation

Career development

Employee education

**HRIS maintenance**

Question # 14 of 20 ( Start time: 07:37:51 PM ) Total Marks: 1

An attempt to sense and solve a problem before it takes place may be termed as \_\_\_.

Select correct option:

**Proactive Response**

Reactive Response

Question # 15 of 20 ( Start time: 07:38:30 PM ) Total Marks: 1

PIA fully sponsors Al-Shifa Trust, which offers aid and rehabilitation services to special children .At the same time PIA is providing help to non profit organizations. This is:  
Select correct option:

Liability of PIA

Duty OF PIA

**Social responsibility of PIA**

LEGAL responsibility OF PIA

Question # 16 of 20 ( Start time: 07:39:39 PM ) Total Marks: 1

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 # 17 of 20 ( Start time: 07:40:54 PM ) Total Marks: 1

Which of the following employment agency is best known for recruiting white-collar employees?

Select correct option:

Employee hunters

People locators

People seekers

**Head hunters**

Question # 18 of 20 ( Start time: 07:41:57 PM ) Total Marks: 1

Aslam is working in the ABC Company. He is performing the tasks in a wide variety of human resource related areas. He is performing the role of:

Select correct option:

**HR Generalists**

Coordinator

Line manager

HR Specialist

Question # 19 of 20 ( Start time: 07:42:43 PM ) Total Marks: 1

Anyone, regardless of race, color, sex, religion, national origin, or age, has an equal chance for a job . This is known as

Select correct option:

Affirmative Action

**Equal Employment Opportunity**



Diversity  
None of given option

Question # 20 of 20 ( Start time: 07:43:25 PM ) Total Marks: 1

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 # 2 of 20 ( Start time: 07:45:03 PM ) Total Marks: 1

Which aspect of human resource management is concerned with the collective bargaining of labor union?

Select correct option:

Stockholder relations  
Industrial relations  
Personnel relations  
**Employee relations**

Question # 3 of 20 ( Start time: 07:45:42 PM ) Total Marks: 1

Which of them is most valid interview form for predicting job performance?

Select correct option:

Informal interview  
Unstructured interview  
**Structured interview**  
All of them

Question # 4 of 20 ( Start time: 07:46:15 PM ) Total Marks: 1

During the shortage of the work force organizations should :

Select correct option:

**Intensify their efforts of recruitment**

Least focus on recruitment expense  
Rely on technology  
Hire minimum number of Employees

Question # 5 of 20 ( Start time: 07:47:12 PM ) Total Marks: 1

Women can not do important or heavy jobs. This is an example of:

Select correct option:

Stereotyping

**Halo effect**

Question # 6 of 20 ( Start time: 07:47:36 PM ) Total Marks: 1

The technique which people use for controlling the perception of other People is know as  
Select correct option:

Behavior modification

**Impression management**

Controlling

Leading

Question # 7 of 20 ( Start time: 07:48:16 PM ) Total Marks: 1

Which of the following is not a function of HRM?

Select correct option:

Recruitment

Training

Procurement

**None of the above**

Question # 8 of 20 ( Start time: 07:48:36 PM ) Total Marks: 1

Which of the following is the major objective of training function of HRM?

Select correct option:

To attract qualified applicant to fill the job vacancies

To give employees the skills and knowledge to perform their jobs effectively

To help a new employee adjust himself to the new job and the employer

**To monitor employee performance to ensure that it is at acceptable levels**

Question # 9 of 20 ( Start time: 07:49:09 PM ) Total Marks: 1

Standardized method for rating, classifying, and comparing virtually every kind of job based on data, people, and things is known as

Select correct option:

Department of Labor Procedure

Position Analysis Questionnaire

Functional job analysis

**None of given option**

Question # 1 of 20 ( Start time: 07:56:06 PM ) Total Marks: 1

Decisions are made at the management level with \_\_\_\_\_ authority.

Select correct option:

**Functional**

Line

Staff  
Operational

Question # 2 of 20 ( Start time: 07:56:30 PM ) Total Marks: 1

Perception shapes up the view of a person about world by :

Select correct option:

- Withdrawing irrelevant information
- Perceiving information from sensory processes**
- Only collecting accurate information
- Both a and b

Question # 3 of 20 ( Start time: 07:57:39 PM ) Total Marks: 1

The basic OB model suggests the study of the organization at \_\_\_\_\_levels

Select correct option:

- Organization, group and individual**
- Group, individual and hierarchical I
- Organization, group and departmental
- None of given option

Question # 4 of 20 ( Start time: 07:57:58 PM ) Total Marks: 1

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 # 5 of 20 ( Start time: 07:58:21 PM ) Total Marks: 1

Which term is used to describe the process of strategy formulation, implementation, and Evaluation?

Select correct option:

- Assessment
- Forecasting
- Strategic planning**
- Valuation

Question # 13 of 20 ( Start time: 08:36:41 PM ) Total Marks: 1

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 # 14 of 20 ( Start time: 08:37:40 PM ) Total Marks: 1

Which of the following best defines recruitment in an organization?

Select correct option:

Forecast the supply of outside candidates

**Develop an appropriate applicant pool**

Determine the importance of job applicants

All of the given options

Question # 15 of 20 ( Start time: 08:38:47 PM ) Total Marks: 1

The difference between human resource management and management is:

Select correct option:

Narrow

Not important

Both are the same

**Significant**

Question # 16 of 20 ( Start time: 08:39:15 PM ) Total Marks: 1

\_\_\_\_\_ is the process of systematically reviewing human resource requirements to ensure that the required number of employees, with the required skills, is available when they are needed

Select correct option:

**Human resource planning**

Succession Planning

Succession Development

None of the given option

Question # 17 of 20 ( Start time: 08:40:10 PM ) Total Marks: 1

Which one statement is true about the teams?

Select correct option:

Team members are not accountable at all.

**Team members hold themselves to be mutually accountable. (page 23)**

Team's members are concerned with individual accountability.

None of them

Question # 18 of 20 ( Start time: 08:40:56 PM ) Total Marks: 1

Human resource management won final acceptance in :

Select correct option:

1980

1985

**1989**

1979

Question # 19 of 20 ( Start time: 08:41:31 PM ) Total Marks: 1

Which of the following method uses organization's current level of employment as the starting point while estimating the future staffing needs of an organization?

Select correct option:

Project forecasting

Conjecture forecasting

Labor forecasting

**Zero-base forecasting**

Question # 19 of 20 ( Start time: 08:41:31 PM ) Total Marks: 1

Which of the following method uses organization's current level of employment as the starting point while estimating the future staffing needs of an organization?

Select correct option:

Project forecasting

Conjecture forecasting

Labor forecasting

**Zero-base forecasting**

Question # 20 of 20 ( Start time: 08:42:42 PM ) Total Marks: 1

Which of the following is a goal-directed summary of a person's experience, education and training, developed to use in the selection process?

Select correct option:

**Curriculum vitae**

Educational record

Career goal

Interview questioning

Successful organizations primarily concern with the:

Select correct option:

Communication

Inventory

**Skilful manpower**

Production