Mqt-501 Important Mid Term Mcq's Solution 100% Correct : Solve By Vu-Topper RM!!



Question No:1 (Marks:1) Vu-Topper RM

Groups and Teams are _____

Select correct option:

- One and the same things
- **Different things**

Question No:2 (Marks:1) Vu-Topper RM

In order to promote unbiased management, organizations should develop:

Select correct option:

- Powerful union
- **Legal compliance**

Question No:3 (Marks:1) Vu-Topper RM

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

Select correct option:

- **Stereotyping**
- Halo effect

Question No:4 (Marks:1) Vu-Topper RM

Which of the following is a forecasting technique that involves experimenting a realworld
situation through a mathematical model?

Select correct option:

- **Simulation**
- Modeling

Question No:5 (Marks:1) Vu-Topper RM

Which one is not the component of training and development?

Select correct option:

- **Orientation**
- Career development

Question No:6 (Marks:1) Vu-Topper RM

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

Select correct option:

- Affective component
- **Cognitive component**

Question No:7 (Marks:1) Vu-Topper RM

Organization Behavior deals with:

Select correct option:

- Structure of the Organization
- **Individual Behavior**

Question No:8 (Marks:1) Vu-Topper RM

An organization operates in:

Select correct option:

- A clogged system
- **An open system**

Question No:9 (Marks:1) Vu-Topper RM

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

- Civil rights
- **Equal pay**

Question No:10 (Marks:1) Vu-Topper RM

Which of these functions is affected by external influences?
Select correct option:

- Maintenance
- **All of given options**

Question No:11 (Marks:1) Vu-Topper RM

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

Question No:12 (Marks:1) Vu-Topper RM

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 No:13 (Marks:1) Vu-Topper RM

Organizations are adopting Total Quality Management in order to:
Select correct option:

- **Improve the quality**
- Control the costs

1 Question No:14 (Marks:1) Vu-Topper RM

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**

Question No:15 (Marks:1) Vu-Topper RM

Select correct option
of race, color, sex, religion, national origin, or age, has an equal chance for a job based on his/her qualifications

- **Equal Employment Opportunity**

Question No:16 (Marks:1) Vu-Topper RM

When Job analysis Is not performed?
Select correct option:
- **When the organization is founded**
- When new jobs are created

Question No:17 (Marks:1) Vu-Topper RM

Staffing is a process of hiring qualified employees at the right place and at the right time,
to achieve _____.
Select correct option:
- Return on investment
- **Organizational objectives**

Question No:18 (Marks:1) Vu-Topper RM

Controlling the Costs is an _____ Challenge for HRM
Select correct option:
- Organizational
- **Environmental**

Question No:19 (Marks:1) Vu-Topper RM

A problem faced by the organization due to presence of people having different nationalities is an
Select correct option:
- **Environmental Challenge**
- Organizational Challenge

Question No:20 (Marks:1) Vu-Topper RM

Organizational goals should be;
- **Achievable**
- Ambiguous

Question No:21 (Marks:1) Vu-Topper RM

Organization, where employees are provided with the opportunity to learn on continuous basis is known as:
Select correct option:
- Bureaucratic
- **Learning**

Question No:22 (Marks:1) Vu-Topper RM

Job evaluation is conducted to develop:
Select correct option:
- **Training modules**
- Organizational grapevine

Question No:23 (Marks:1) Vu-Topper RM

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

Question No:24 (Marks:1) Vu-Topper RM

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:

- Career development
- **Career planning**

Question No:25 (Marks:1) Vu-Topper RM

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 requisition
- **Employee demand**

Question No:26 (Marks:1) Vu-Topper RM

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

Question No:27 (Marks:1) Vu-Topper RM

Socialization process of newly hired employees is usually conducted by:

Select correct option:

- **HR department**
- Accounts department

Question No:28 (Marks:1) Vu-Topper RM

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

Select correct option:

- Goal attainment
- **Hierarchy level**

Question No:29 (Marks:1) Vu-Topper RM

Which of the following defines the process of 'Recruitment'?

Select correct option:

- Forecasting the supply of human resources
- **Discovering potential job candidates for a particular position**

Question No:30 (Marks:1) Vu-Topper RM

HRM is associated with the management of:

- **Organizational people**

- Community members

Question No:31 (Marks:1) Vu-Topper RM

Which of the following management function includes setting standards for everyone in the organization?

- **Planning**
- Organizing

Question No:32 (Marks:1) Vu-Topper RM

Motivating the employees is classified as:

- Informational role
- **Interpersonal role**

Question No:33 (Marks:1) Vu-Topper RM

Which of the following is the main responsibility of an HR department?

- Keep employees motivated
- **All of the given options**

Question No:34 (Marks:1) Vu-Topper RM

HR managers are generally the _____ managers:

- **Staff**
- Top

Question No:35 (Marks:1) Vu-Topper RM

Manufacturing was the main concern of personnel department during:

- **Mechanistic period**
- Catalytic period

Question No:36 (Marks:1) Vu-Topper RM

Running the organizational activities is called:

- **Management process**
- Executive position

Question No:37 (Marks:1) Vu-Topper RM

Jobs are identified & grouped while:

- Planning
- **Organizing**

Question No:38 (Marks:1) Vu-Topper RM

Effective HRM leads to:

- **Organizational success**
- Organizational failure

Question No:39 (Marks:1) Vu-Topper RM

Organizational goals should be:

- **Achievable**
- Ambiguous

Question No:40 (Marks:1) Vu-Topper RM

Customers of an organization fall under which of the following category?

- Partners
- **Stakeholders**

Question No:41 (Marks:1) Vu-Topper RM

What could be the best approach for an organization to sustain in a dynamic environment?

- Be stagnant
- **Responsive to change**

Question No:42 (Marks:1) Vu-Topper RM

13. The thorough & detailed study regarding jobs within an organization is represented by:

- **Job analysis**
- Job description

Question No:43 (Marks:1) Vu-Topper RM

A practice used by companies to assign their costly activities to outside providers is known as:

- Restructuring
- **Outsourcing**

Question No:44 (Marks:1) Vu-Topper RM

Organizational behavior depicts the:

- Jargons used within the organization
- **Collective behavior of employees**

Question No:45 (Marks:1) Vu-Topper RM

Leaders perform:

- Informational roles
- **Interpersonal roles**

Question No:46 (Marks:1) Vu-Topper RM

Organizations take inputs from:

- **External environment**
- Legislations & litigations

Question No:47 (Marks:1) Vu-Topper RM

Which of the following system represents interrelated activities?

- **An open system**
- A clogged system

Question No:48 (Marks:1) Vu-Topper RM

Brain drain is one of the:

- **Organizational threat**
- Organizational opportunity

Question No:49 (Marks:1) Vu-Topper RM

Shifting from manual to computerized system is resulted due to:

- Workforce diversity
- **Technological advancement**

Question No:50 (Marks:1) Vu-Topper RM

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

- **At the age of 40 to 70, workers can not be retired by force**
- At the age below 18, workers can never be hired

Question No:51 (Marks:1) Vu-Topper RM

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

- Equal employment opportunity
- **Affirmative action**

Question No:52 (Marks:1) Vu-Topper RM

Organizations put maximum effort in measuring performance of organizational people because:

- It makes procedures cost effective
- **It helps in detecting the problems**

Question No:53 (Marks:1) Vu-Topper RM

In order to promote unbiased management, organizations should develop:

- **Legal compliance**
- Stakeholder influence

Question No:54 (Marks:1) Vu-Topper RM

Following are all included in 'Statistical Approach' of forecasting, **EXCEPT**:

- Trend analysis
- **Sensitivity analysis**

Question No:55 (Marks:1) Vu-Topper RM

Alternative work arrangements include all of the following, **EXCEPT**:

- **On-site child care**
- Job sharing

Question No:56 (Marks:1) Vu-Topper RM

How often HR planning process is implemented within an organization?

- **Continuously**
- Annually

Question No:57 (Marks:1) Vu-Topper RM

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

- **HRIS is one aspect of MIS**
- No relationship exists

Question No:58 (Marks:1) Vu-Topper RM

'Strengths' & 'Weaknesses' are _____ to an organization.

- Important
- **Internal**

Question No:59 (Marks:1) Vu-Topper RM

Which of the following statement best reflects the Job analysis?

- **Conceptual process**
- Written statement

Question No:60 (Marks:1) Vu-Topper RM

Standards are established to:

- **Achieve desired outcomes**
- Meet legal compliance

Question No:61 (Marks:1) Vu-Topper RM

Which of the following constraint does **NOT** affect the recruiting efforts?

- Internal organizational policies
- **D. None of the given options**

Question No:62 (Marks:1) Vu-Topper RM

Job evaluation is based on the:

- Physical skills required by the job
- **Relative job worth for an organization**

Question No:63 (Marks:1) Vu-Topper RM

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

- Top management
- **Immediate supervisor**

Question No:64 (Marks:1) Vu-Topper RM

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

- Job evaluation
- **All of the given options**

Question No:65 (Marks:1) Vu-Topper RM

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

- **Red flag**
- Red alert

Question No:66 (Marks:1) Vu-Topper RM

Which of the following best defines recruitment in an organization?

- Forecast the supply of outside candidates
- **Develop an appropriate applicant pool**

Question No:67 (Marks:1) Vu-Topper RM

Which of the following term is used for choosing the individual who is best suited to a particular position and to the organization from a group of potential applicants?

- Enrollment
- **Selection**

Question No:68 (Marks:1) Vu-Topper RM

Followings are included in contingent workers, **EXCEPT**:

- **Directors**
- Temporaries

Question No:69 (Marks:1) Vu-Topper RM

Which of the following term contains information regarding machines &equipments used at workplace?

- **Job description**
- Job evaluation

Question No:70 (Marks:1) Vu-Topper RM

HRM is associated with the management of;

- **Organizational people**
- Community members

Question No:71 (Marks:1) Vu-Topper RM

Cost of human resources refers to;

- **Salary packages**
- Earned revenues

Question No:72 (Marks:1) Vu-Topper RM

Top level managers require _____ skills the most;

- **Conceptual**
- Mechanical

Question No:73 (Marks:1) Vu-Topper RM

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

- **HRIS**
- DBMS

Question No:74 (Marks:1) Vu-Topper RM

HR managers are generally the _____ managers;

- **Staff**
- Top

Question No:75 (Marks:1) Vu-Topper RM

Manufacturing was the main concern of personnel department during;

- **Mechanistic period**
- Catalytic period

Question No:76 (Marks:1) Vu-Topper RM

SWOT Analysis is a tool for;

- Formulating strategies
- **Environmental scanning**

Question No:77 (Marks:1) Vu-Topper RM

Jobs are identified & grouped while;

- Planning
- **Organizing**

Question No:78 (Marks:1) Vu-Topper RM

According to the Hawthorne studies, the productivity of employees;

- **Increased by observing them**
- No change in their productivity

Question No:79 (Marks:1) Vu-Topper RM

Organizational goals should be;

- **Achievable**
- Ambiguous

Question No:80 (Marks:1) Vu-Topper RM

Which one of the following is **NOT** the source of workforce diversity?

- Education
- **Resentment**

Question No:81 (Marks:1) Vu-Topper RM

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

- **Demand forecasting**
- Supplies forecasting

Question No:82 (Marks:1) Vu-Topper RM

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

- **Job analysis**
- Job description

Question No:83 (Marks:1) Vu-Topper RM

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;

- Restructuring
- **Outsourcing**

Question No:84 (Marks:1) Vu-Topper RM

Organizational behavior depicts the;

- Jargons used within the organization
- **Collective behavior of an organization**

Question No:85 (Marks:1) Vu-Topper RM

Leaders perform;

- Informational roles
- **Interpersonal roles**

Question No:86 (Marks:1) Vu-Topper RM

Organizations take inputs from its;

- **External Environment**
- Legislations

Question No:87 (Marks:1) Vu-Topper RM

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

- **An open system**
- A clogged system

Question No:88 (Marks:1) Vu-Topper RM

Management sciences department is one of the _____ of the VU;

- System
- **Subsystem**

Question No:89 (Marks:1) Vu-Topper RM

Shifting from manual to computerized system is resulted due to;

- Workforce diversity
- **Technological advancement**

Question No:90 (Marks:1) Vu-Topper RM

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

- **Wage**
- Commission

Question No:91 (Marks:1) Vu-Topper RM

The goal of pre-retirement educational programs is to;

- Minimize medical claims from retirees
- **Ease the transition from working life to retirement**

Question No:92 (Marks:1) Vu-Topper RM

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

- It makes procedures cost effective
- **It helps in detecting the problems**

Question No:93 (Marks:1) Vu-Topper RM

Willingness, capacity & opportunity to perform are said to be;

- Performance outcomes
- **Determinants of performance**

Question No:94 (Marks:1) Vu-Topper RM

One of the major barriers to career advancement experiencing by working ladies is;

- **Difficulty in balancing work and family life**
- Top management is usually male oriented

Question No:95 (Marks:1) Vu-Topper RM

Alternative work arrangements include all of the following **EXCEPT**;

- **On-site child care**
- Job sharing

Question No:96 (Marks:1) Vu-Topper RM

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

- **His job may not be structured to suit his preferences**
- It involves physical toughness

Question No:97 (Marks:1) Vu-Topper RM

The _____ problem occurs when supervisors tend to rate all their subordinates consistently high.

- Central tendency
- **Leniency**

Question No:98 (Marks:1) Vu-Topper RM

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

- **Both are similar PA methods**
- Comparison method is used for PA, while BARS is related to training evaluation

Question No:99 (Marks:1) Vu-Topper RM

What is another term for 360-degree feedback?

- Feedback loop
- **Multi-source assessment**

Question No:100 (Marks:1) Vu-Topper RM

Standards are established to;

- **Achieve desired outcomes**
- Meet legal compliance

Question No:102 (Marks:1) Vu-Topper RM

The point method to evaluate job is an extension of;

- Ranking method
- **Factor comparison method**

Question No:103 (Marks:1) Vu-Topper RM

Job evaluation is based on the;

- Physical skills required by the job
- **Relative job worth for an organization**

Question No:104 (Marks:1) Vu-Topper RM

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

- Top management
- **Immediate supervisor**

Question No:105 (Marks:1) Vu-Topper RM

Groups are called _____ if jobs are similar.

- **Classes**
- Grades

Question No:106 (Marks:1) Vu-Topper RM

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

- Top management
- **HR department**

Question No:107 (Marks:1) Vu-Topper RM

Currently Organizations are providing benefits to their employees;

- **To attract new blood in the organization**
- To create stronger customer relationship

Question No:108 (Marks:1) Vu-Topper RM

Following are all examples of direct compensation EXCEPT;

- **Pension**
- Salary

Question No:109 (Marks:1) Vu-Topper RM

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

- Maximum probability of biasness
- **Not useful when jobs are different**

Question No:110 (Marks:1) Vu-Topper RM

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

- Graphic rating scale
- **Comparative method**

Question No:111 (Marks:1) Vu-Topper RM

A system used to acquire, store, manipulate, analyze, retrieve, and distributed information related to the company's human resources is called a(n) _____

- **HRIS**
- Progressive discipline system

Question No:112 (Marks:1) Vu-Topper RM

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

- Managing the human resource environment
- **All of the given options**

Question No:113 (Marks:1) Vu-Topper RM

HRM has primary responsibility for all of these implementation variables except:

- Reward systems
- **Organization structure**

Question No:114 (Marks:1) Vu-Topper RM

Which of these is the process of getting detailed information about jobs?

- **Job analysis**
- Job skills

Question No:115 (Marks:1) Vu-Topper RM

In which of these steps, the HR manager attempts to ascertain the supply of and demand for various types of human resources?

- **Forecasting**
- Program implementation

Question No:116 (Marks:1) Vu-Topper RM

Which of these is defined as any practice or activity carried on by the organization with the primary purpose of identifying and attracting potential employees?

- A leading indicator analysis
- **Recruitment**

Question No:117 (Marks:1) Vu-Topper RM

Scientific management was one of the earliest and best-known statements of the _____ approach.

- Perceptual-Motor
- **Mechanistic**

Question No:118 (Marks:1) Vu-Topper RM

Most HR functions spend very little time on:

- **Traditional activities**
- Transactional activities

Question No:119 (Marks:1) Vu-Topper RM

Playing the role of _____ requires designing and delivering efficient and effective HR systems, processes, and practices.

- **Strategic Partner**
- Employee Advocate

Question No:120 (Marks:1) Vu-Topper RM

Which of these refers to the degree to which decision-making authority resides at the top of the organizational chart?

- Unity of command
- **Centralization**

Question No:121 (Marks:1) Vu-Topper RM

There is fairly strong evidence that traits can predict _____ more accurately than leadership effectiveness

- **Leadership emergence**
- Extraversion in leaders

Question No:122 (Marks:1) Vu-Topper RM

Which one of the following is not implied in the definition of power?

- Dependency
- **Actualization**

Question No:123 (Marks:1) Vu-Topper RM

The conflict-handling intention of accommodating is _____

- **unassertive and cooperative**
- reflective and emotional

Question No:124 (Marks:1) Vu-Topper RM

106.Which department enforces the standards set out in the Occupational Safety and Health Act?

- Department of Health Services
- **Department of Labor**

Question No:125 (Marks:1) Vu-Topper RM

Family issues, economic problems, and personality characteristics are examples of the _____ factor of potential stress

- Psychological
- **Personal**

Question No:126 (Marks:1) Vu-Topper RM

108.The _____ form of union security means that it is up to the workers whether or not they join the union and only those who join must pay dues.

- **Open shop**
- Maintenance of agreement

Question No:127 (Marks:1) Vu-Topper RM

The dimension of assertiveness refers to situations _____

- **in which one party attempts to satisfy his/her own concerns**
- in which there is an expression of competition

Question No:128 (Marks:1) Vu-Topper RM

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

- **Controlling Activity**
- Leading Activity

Question No:129 (Marks:1) Vu-Topper RM

Hawthorne studies depict the effects of work environment on:

- **Human Behavior**
- Human Performance

Question No:130 (Marks:1) Vu-Topper RM

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

- **Management**
- Team work

Question No:131 (Marks:1) Vu-Topper RM

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

- **Group Dynamics**
- MBO (Management by objectives)

Question No:132 (Marks:1) Vu-Topper RM

The study of Organizational Behavior is closely related to:

- **Human Behavior at work**
- Human-Machine Interaction

Question No:133 (Marks:1) Vu-Topper RM

Essential component of an organization is:

- Team
- **Structure**

Question No:134 (Marks:1) Vu-Topper RM

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

- Productivity
- **Synergy**

Question No:135 (Marks:1) Vu-Topper RM

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

- **Technology brings them together on a forum.**
- Team members meet physically with each other

Question No:136 (Marks:1) Vu-Topper RM

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

- It increases the confidence of workers
- **Workers come up to the high standard since they have no pressure from his superiors.**

Question No:137 (Marks:1) Vu-Topper RM

Which one is not basic component of OB (Organizational Behavior) Model?

- **Team**
- Individual

Question No:138 (Marks:1) Vu-Topper RM

Joposting
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.

Question No:139 (Marks:1) Vu-Topper RM

Realistic job preview is a:

- **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 No:140 (Marks:1) Vu-Topper RM

Job analysis can be performed in all of the following ways except:

- **Observing hourly work**
- Reviewing interviews conducted with departing employees

Question No:141 (Marks:1) Vu-Topper RM

Considering continuous process improvement activities in organizations,
Should “Zero defects” really be a goal?

- Yes most industries find this an attainable goal.
- **Sometimes, for some mistakes, cost benefits can not be calculated**

Question No:142 (Marks:1) Vu-Topper RM

Organizational efficiency is expressed as:

- **Making the best use of scarce resources**
- Goal attainment

Question No:143 (Marks:1) Vu-Topper RM

Goal setting is:

- **A process of top down support and bottom up development**
- A function of senior management

Question No:144 (Marks:1) Vu-Topper RM

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

- **Restructuring**
- Outsourcing

Question No:145 (Marks:1) Vu-Topper RM

Which one is not included in the hiring process?

- Selection
- **Job specification**

Question No:146 (Marks:1) Vu-Topper RM

Effectiveness is ----------

- **Do right things**
- Do things right

Question No:147 (Marks:1) Vu-Topper RM

Extents of individual freedom and discretion employees have in performing their jobs is Known as

- Empowerment
- **Autonomy**

Question No:148 (Marks:1) Vu-Topper RM

A process that significantly affects organizational success by having managers and employees work together to set expectations, review results, and reward performance.

- **Performance Management**
- Organizational Planning

Question No:149 (Marks:1) Vu-Topper RM

._____ is solely responsible for managing individual's career.

- **Individual**
- Team

Question No:150 (Marks:1) Vu-Topper RM

The evaluator uses a list of behavioral descriptions and checks off those behaviors that apply to the employee. This method of appraisal is called

- **Checklist Appraisal**
- Behaviorally Anchored Rating Scales

Question No:151 (Marks:1) Vu-Topper RM

.Any compensation method that ties pay to the quantity or quality of work the person produces is called

- Compensation Plan
- **Pay for performance Plan**

Question No:152 (Marks:1) Vu-Topper RM

Employee evaluations are directly affected by a “supervisor’s perceptions of who is believed to be in control of the employee’s performance – the employer or the manager.” This theory is known as

- **Attribution Theory**
- Stereotype

Question No:153 (Marks:1) Vu-Topper RM

Which has an impact on job pricing and the ultimate determination of an individual’s financial compensation?

- The Employee
- **All of the above options**

Question No:154 (Marks:1) Vu-Topper RM

Office environment that contain harmful airborne chemicals, asbestos, or indoor pollution is referred to

- Homicide
- **Sick Building**

Question No:155 (Marks:1) Vu-Topper RM

Benefits offered to employees reflect many of the trends existing in our

- Country
- **Labor Force**

Question No:156 (Marks:1) Vu-Topper RM

Recognition, positive reinforcement and employees’ empowerment can be used to avoid the

- **Turnover**
- Conflict

Question No:157 (Marks:1) Vu-Topper RM

Not giving a compliment for a job done very well can cause

- Punishment
- **Extinction**

Question No:158 (Marks:1) Vu-Topper RM

Which is a common law doctrine stating that employers have the right to hire, fire, demote, or promote whomever they choose, unless there is a law or contract to the contrary .

- Management Rights
- **Employment at Will**

Question No:159 (Marks:1) Vu-Topper RM

The ability of one person to influence another is

- **Power**
- Responsibility

Question No:160 (Marks:1) Vu-Topper RM

The first formal stage of the disciplinary procedure is

- Written Verbal Warning
- **Written Warning**

Question No:161 (Marks:1) Vu-Topper RM

A worker surplus forecasted results in

- **Reduced Hours**
- Succession Planning

Question No:162 (Marks:1) Vu-Topper RM

Which theory suggests that a leader should adapt his/her leadership style to the task?

- LMX Theory
- **The Situational Leadership Model**

Question No:163 (Marks:1) Vu-Topper RM

To be effective, leaders must provide a _____that is a general statement of the organization's intended direction that evokes positive emotional feelings in organization members.

- **Vision**
- Mission

Question No:164 (Marks:1) Vu-Topper RM

These rights Protect employees from discrimination, Safe working conditions, Right to form unions

- **Statutory Rights**
- Contractual Rights

Question No:165 (Marks:1) Vu-Topper RM

For simplicity's sake, we can classify the most frequent violations of discipline into _____ categories.

- **Four**
- Six

Question No:166 (Marks:1) Vu-Topper RM

To Becoming a Leader do all except

- Use Your Management Skills
- **Do Not Trust Anyone**

Question No:167 (Marks:1) Vu-Topper RM

A forecasting tool that uses mathematical equations to predict the behavior of one variable on the basis of other known variable/s is known as

- Managerial judgment
- **Regression analysis**

Question No:168 (Marks:1) Vu-Topper RM

Reduced hours technique is used to

- increase layoffs
- **cope with surplus**

Question No:169 (Marks:1) Vu-Topper RM

The actual hiring decision is done after

- **background investigation**
- conditional job offer

Question No:170 (Marks:1) Vu-Topper RM

The jobs having challenging assignments, career oriented and having good remuneration increase

- image of organization
- **attractiveness of job**

Question No:171 (Marks:1) Vu-Topper RM

Organizations assess the training needs through

- **both of the given options**
- none of the given options

Question No:172 (Marks:1) Vu-Topper RM

The purpose of overtime is to

- **restrict recruiting**
- provide contingent workers

Question No:173 (Marks:1) Vu-Topper RM

The process in which organization notifies its employees about job openings through notice boards, company publications or letters is called

- internal recruitment
- **job posting**

Question No:174 (Marks:1) Vu-Topper RM

election criteria may includes all except

- **applicant pool**
- integrity

Question No:175 (Marks:1) Vu-Topper RM

To conduct job analysis, HR manager work together with all except

- worker
- **recruit**

Question No:176 (Marks:1) Vu-Topper RM

The test that measures ability to learn and to perform the job is called

- **aptitude test**
- job knowledge test

Question No:177 (Marks:1) Vu-Topper RM

Hiring process completes by

- training
- **orientation**

Question No:178 (Marks:1) Vu-Topper RM

McClelland believes the needs for _____ are most important.

- positive reinforcement, negative reinforcement, and punishment
- **affiliation, power, and achievement**

Question No:179 (Marks:1) Vu-Topper RM

_____are programs designed to help employees whose job performance is suffering because of physical, mental, or emotional problems.

- **Employee Assistance Programs**
- Wellness Programs

Question No:180 (Marks:1) Vu-Topper RM

The 360 degree appraisal

- works best in large organizations.
- **provides feedback from a verity of individuals.**

Question No:181 (Marks:1) Vu-Topper RM

Following are the phases of the Motivational Process except

- Extinction
- Consequences of performance Reward/punishments

Question No:182 (Marks:1) Vu-Topper RM

Placing a dollar value on the worth of a job is known as

- **Job Pricing**
- Pay Grades

Question No:183 (Marks:1) Vu-Topper RM

Total compensation constitutes of

- **both of the given options**
- none of the given options

Question No:184 (Marks:1) Vu-Topper RM

Following ways can be used to avoid the high turnover of employees except

- Use Recognition
- **Use money**

Question No:186 (Marks:1) Vu-Topper RM

A system of retirement benefits that provides benefits like disability insurance, survivor's benefits, and Medicare is called _____.

- **Social Security**
- Security benefit

Question No:187 (Marks:1) Vu-Topper RM

Upward appraisal is done by

- **Subordinates**
- None of the given options

Question No:188 (Marks:1) Vu-Topper RM

_____ exists when individuals performing similar jobs for the same firm are paid according to factors unique to the employee

- **Employee Equity**
- All of the given options

Question No:189 (Marks:1) Vu-Topper RM

_____ is the process of acquiring, training, appraising and compensating employees, attending to their labor relations, health and safety and fairness concerns.

- **Human Resource Management**
- Organizational Health and Safety Management

Question No:190 (Marks:1) Vu-Topper RM

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

- Internal labor force
- **Contingent work force**

Question No:191 (Marks:1) Vu-Topper RM

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

- Planning
- **Organizing**

Question No:192 (Marks:1) Vu-Topper RM

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

- **Employee competition legislation**
- Job security

Question No:193 (Marks:1) Vu-Topper RM

One of the most popular methods of increasing employee responsibility and control is _____.

- HRIS
- **Work teams**

Question No:194 (Marks:1) Vu-Topper RM

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

- Managing the human resource environment
- **All of the given options**

Question No:195 (Marks:1) Vu-Topper RM

How has technology changed HRM practices?

- Recruiting using the web generates smaller, more focused applicant pools.
- **Electronic resumes take less time to evaluate than paper resumes.**

Question No:196 (Marks:1) Vu-Topper RM

How do companies facilitate workforce diversity?

- **Build in accountability through surveys and audits.**
- Reinforce traditional values.

Question No:197 (Marks:1) Vu-Topper RM

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

- **Training**
- Benefits

Question No:198 (Marks:1) Vu-Topper RM

Managers who meet designated goals are _____.

- **Effective**
- Entitled

Question No:199 (Marks:1) Vu-Topper RM

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

- Career planning
- **Training and development**

Question No:200 (Marks:1) Vu-Topper RM

Employee relations specialists are involved in which of these activities?

- **Handling employee complaints**
- Coordinating interview schedules

Question No:201 (Marks:1) Vu-Topper RM

The father of scientific management is _____.

- **Taylor**
- Hawthorne

Question No:202 (Marks:1) Vu-Topper RM

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

- **Job requirements are determined based on skills, knowledge and abilities**
- Job announcements are posted on the company bulletin board

Question No:203 (Marks:1) Vu-Topper RM

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

- **Salary**
- Work location

Question No:204 (Marks:1) Vu-Topper RM

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

- Transfers-in
- **Retirements**

Question No:205 (Marks:1) Vu-Topper RM

Wal-Mart differentiates its business by offering the lowest prices. Offering the lowest prices is Wal-Mart's _____.

- Functional strategy
- **Competitive advantage**

Question No:206 (Marks:1) Vu-Topper RM

_____ is the process of assessing progress toward strategic goals and taking corrective action as needed.

- **Strategic control**
- Diversification

Question No:207 (Marks:1) Vu-Topper RM

_____ is the right to make decisions, to direct the work of others and to give orders.

- Leadership
- **Authority**

Question No:208 (Marks:1) Vu-Topper RM

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

- Position analysis questionnaire
- **Interviews**

Question No:209 (Marks:1) Vu-Topper RM

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

- **Neurotic**
- Type A

Question No:210 (Marks:1) Vu-Topper RM

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

- Talking with others
- **All of the given options**

Question No:211 (Marks:1) Vu-Topper RM

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

- Chief executive officer
- **Chief safety officer**

Question No:212 (Marks:1) Vu-Topper RM

Who distinguished between intrinsic motivation and extrinsic motivation?

- David McClelland
- **Edward Deci**

Question No:213 (Marks:1) Vu-Topper RM

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

- **Employer-paid insurance**
- Commissions

Question No:214 (Marks:1) Vu-Topper RM

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

- Your attention to safety
- **All of the given options**

Question No:215 (Marks:1) Vu-Topper RM

Unemployment benefits are typically about _____ percent of a person's earnings and last for_____.

- **50; 26 weeks**
- 25; 4 weeks

Question No:216 (Marks:1) Vu-Topper RM

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

- **Job rotation**
- Incentive programs

Question No:217 (Marks:1) Vu-Topper RM

Which of these is the most common type of retirement plan?

- **Defined benefit**
- Money purchase plan

Question No:218 (Marks:1) Vu-Topper RM

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

- Pay increases are a powerful long-term motivator
- **Inadequate monetary rewards are a powerful dissatisfied**

Question No:219 (Marks:1) Vu-Topper RM

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

- The Y
- **The wheel**

Question No:220 (Marks:1) Vu-Topper RM

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

- Dissatisfaction with a job
- **All of the given options**

Question No:221 (Marks:1) Vu-Topper RM

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

- **Pay level**
- Pay feedback

Question No:222 (Marks:1) Vu-Topper RM

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

- Lack of direction
- **Lack of coordination**

Question No:223 (Marks:1) Vu-Topper RM

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

- Uncollected waste paper
- **All of the given options**

Question No:224 (Marks:1) Vu-Topper RM

Managers can motivate people to avoid performing dysfunctional behaviors by using:
I. Extinction
II. Punishment
III. Negative reinforcement

- II and III
- **I and II**

Question No:225 (Marks:1) Vu-Topper RM

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

- Medical care
- **Retirement benefits**

Question No:226 (Marks:1) Vu-Topper RM

Expectancy theory focuses on the relationships between which three factors?

- Inputs, performance and outcomes
- **Needs, performance and outcomes**

Question No:227 (Marks:1) Vu-Topper RM

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

- **Job enlargement**
- Job rotation

Question No:228 (Marks:1) Vu-Topper RM

Communication between two members of a project team from different function, but the same level of authority is _____ communication.

- **Lateral**
- Diagonal

Question No:229 (Marks:1) Vu-Topper RM

All of the following are External Environmental Factors except

- Customers
- **Corporate Culture**

Question No:230 (Marks:1) Vu-Topper RM

The people who perform tasks in a wide variety of human resource-related areas are called

- HR Executives
- **HR Generalists**

Question No:231 (Marks:1) Vu-Topper RM

A strategy intended to achieve fair employment by urging employers to hire certain groups of people who were discriminated against in the past is known as

- **Affirmative action**
- Employment discrimination

Question No:232 (Marks:1) Vu-Topper RM

Generally, the goal setting is a

- **Process of top down support and bottom up development**
- Function of senior management

Question No:233 (Marks:1) Vu-Topper RM

Following are the reasons for conducting job analysis except

- Staffing workers
- **Observing workers**

Question No:234 (Marks:1) Vu-Topper RM

The method that uses the organization's current level of employment as the starting point for determining future staffing needs is

- **Zero Based Forecasting**
- Bottom-Up Approach

Question No:235 (Marks:1) Vu-Topper RM

job analysis can be performed in all of the following ways except

- **Observing hourly workers**

- Giving workers checklist to indicate which tasks on the list are performed during job.

Question No:236 (Marks:1) Vu-Topper RM

What specific activities listed below are part of the organizing function?

- **Giving each subordinate a specific task**
- Recruiting prospective employees

Question No:237 (Marks:1) Vu-Topper RM

_____ are authorized to direct the work of subordinates.

- Staff managers
- **Line managers**

Question No:238 (Marks:1) Vu-Topper RM

What tactic will employers likely have to take to fill openings left by retiring employees?

- Hiring more women
- **Rehiring retirees**

Question No:239 (Marks:1) Vu-Topper RM

.Following are the basic principles or conditions that facilitate learning except

- Participation
- **Education**

Question No:240 (Marks:1) Vu-Topper RM

Career Development is:

- **A formal approach taken by an organization to help its people acquire the skills and experiences needed to perform current and future jobs.**
- An employee's progresses vertically upward in the organization from one specific job to the next.

determine how to achieve these goals.

Question No:241 (Marks:1) Vu-Topper RM

_____ can provide an opportunity for the employee to share in decision making, to learn by watching others, and to investigate specific organizational problems.

- **Committee Assignments**
- Simulations

Question No:242 (Marks:1) Vu-Topper RM

_____ is a career-path method recognizing that technical specialists can and should be allowed to continue to contribute their expertise to a company without having become managers.

- **Dual-career path**
- None of the given options

Question No:243 (Marks:1) Vu-Topper RM

Training instruction for a small group, which employs such techniques as role-playing or simulation etc. and encounters give and take sessions and problem-solving techniques is called:

- Career counseling
- **Workshop**

Question No:244 (Marks:1) Vu-Topper RM

Barriers to career advancement include:

- Short-term focus
- **All of the given options**

Question No:245 (Marks:1) Vu-Topper RM

The basic skills possessed by the individual that are required to give certain performance are termed as:

- **Ability**
- Motivation