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Question No : 1 of 27 Marks: 1 (Budgeted Time 1 Min)

Impact of individuals' behavior within an organization is studied under:

Answer (Please select your correct option)

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

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 2 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following term is used to represent the efforts directed towards achieving outcomes?

Answer (Please select your correct option)

- Position
- Responsibility
- Work
- Tasks

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 3 of 27 Marks: 1 (Budgeted Time 1 Min)

If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the _____ of its affirmative action.

Answer (Please select your correct option)

- Gaps
- Effectiveness
- Discrepancies
- Performance

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 4 of 27 Marks: 1 (Budgeted Time 1 Min)

"Management" is concered with the administration of:

Answer (Please select your correct option)

- Human resource
- Financial resource
- Physical resource
- All of the given options

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 5 of 27 Marks: 1 (Budgeted Time 1 Min)

Which one of the following is NOT the characteristic of a Virtual Team?

Answer (Please select your correct option)

- Lack of nonverbal signals
- Limited social contact
- Increased social relationship
- Ability to overcome time and space constraints

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 6 of 27 Marks: 1 (Budgeted Time 1 Min)

HR managers are generally considered as

Answer (Please select your correct option)

- Middle Manager
- Functional Manager
- Staff Manager
- Line Manager

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 7 of 27 Marks: 1 (Budgeted Time 1 Min)

Organizations started focusing on quality, productivity and efficiency during:

Answer (Please select your correct option)

- Mechanistic period
- Legalistic period
- Organistic period
- Strategic period

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 8 of 27 Marks: 1 (Budgeted Time 1 Min)

Opportunities and threats to an organization are considered as:

Answer (Please select your correct option)

- Important factors
- Internal factors
- Central factors
- External factors

Correct answer solved by hadi
Cell No:03228043306
Email: usmanraj20@gmail.com

http://pestleanalysis.com/swot-analysis-definition/

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Question No : 9 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following specifies the relative value of each job in an organization?

Answer (Please select your correct option)

- Job analysis
- Job description
- Job specification
- Job evaluation

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 10 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following method is used to inform employees about the company's job openings?

Answer (Please select your correct option)

- Job publishing
- Job declaration
- Job posting
- Job listing

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 11 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is a test validation method that determines whether a test measures certain traits that are important in performing a job or not?

Answer (Please select your correct option)

- Concept validity
- Criterion validity
- Construct validity
- Content validity

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 12 of 27 Marks: 1 (Budgeted Time 1 Min)

Developed countries usually refer to the developing or underdeveloped nations to get the benefit of cheap labor, hiring made on such basis is referred as:

Answer (Please select your correct option)

- Parent-country national
- Host-country national
- Third-country national
- Headquarter national

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 13 of 27 Marks: 1 (Budgeted Time 1 Min)

Why the structure of human resource department is considered flat in small and medium organizations?

Answer (Please select your correct option)

- The HR functions are performed by the president/manager
- Separate sections are often created to perform human resource functions
- Each human resource function may have a supervisor & staff

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Email: usmanraj20@gmail.com

because every company have different departments so they have different manager and different supervisor & staff

- None of the above given options

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Question No : 14 of 27 Marks: 1 (Budgeted Time 1 Min)

Which job analysis method is recommended for jobs like janitors, assembly line workers and accounting clerks?

Answer (Please select your correct option)

- Observation
- Log/diary
- Structured questionnaire
- Technical conference

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usmanraj20@gmail.com
03228043306

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Question No : 15 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is the MOST important point that should be conveyed to the new hires in orientation?

Answer (Please select your correct option)

- To explain the compensation package of the organization
- To share the vision of the organization and clear what is expected from them
- To deliver a welcoming address and congratulating to be a part of organization
- To give a formal lunch party so that they feel more comfortable

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usmanraj20@gmail.com
03228043306

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Question No : 16 of 27 Marks: 1 (Budgeted Time 1 Min)

Last week, Huma spent the morning time in watching Waseem's work. Then, she took Waseem to lunch to talk to him about how to improve his job performance. Huma is the office manager of a local real estate company. Waseem on the other hand is a new real estate agent. What is going on in this scenario?

Answer (Please select your correct option)

- Huma and Waseem are part of a job rotation program

doubt

- Huma is coaching Waseem
- Huma and Waseem are part of short-term lateral transfer
- Huma is giving orientation to Waseem

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Question No : 17 of 27 Marks: 1 (Budgeted Time 1 Min)

To increase the group cohesiveness managers have to:

Answer (Please select your correct option)

- Forcefully apply rules & policies
- Increase competition with other groups
- Encourage mutual participation
- Nurture politics within the groups

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usmanraj20@gmail.com
03228043306

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Question No : 18 of 27 Marks: 1 (Budgeted Time 1 Min)

Why has workforce diversity altered & broadened the responsibilities of the human resource managers?

Answer (Please select your correct option)

- Laws require quotas for the employment of minority groups
- Workers have different needs and hence different compensation packages
- Majority of managers are women that's why more emphasis on women workers rights
- Workforce diversity is not an issue for the human resource managers

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Question No : 19 of 27 Marks: 1 (Budgeted Time 1 Min)

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

Answer (Please select your correct option)

- Stockholder relations
- Industrial relations
- Personnel relations
- Competitor relations

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usmanraj20@gmail.com
03228043306

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Question No : 20 of 27 Marks: 1 (Budgeted Time 1 Min)

Ahmed, head of human resource department of a large manufacturing firm, is being sued for not hiring Zia, having physical disability. Which one of the following documents should be used in his company's defense?

Answer (Please select your correct option)

- Job description
- Job specification
- Job evaluation
- Job analysis

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Question No : 21 of 27 Marks: 1 (Budgeted Time 1 Min)

All of the following are basic criteria for selecting an applicant, EXCEPT:

Answer (Please select your correct option)

- Educational background of an applicant
- Provided references of an applicant
- Work experience of an applicant
- Skills & abilities of an applicant

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usmanraj20@gmail.com
03228043306

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Question No : 22 of 27 Marks: 1 (Budgeted Time 1 Min)

PTCL had implemented 'golden-handshake scheme' and laid off surplus employees. PTCL is said to be involved in:

Answer (Please select your correct option)

- Restructuring
- Re-engineering
- Downsizing
- Outsourcing

Correct Answer Solved By Hadi
usmanraj20@gmail.com
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Question No : 1 of 27 Marks: 1 (Budgeted Time 1 Min)

What could be the reason behind linking HRM with the strategic goals & objectives of an organization?

Answer (Please select your correct option)

- Promote centralization
- Foster innovation & flexibility

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- Support bureaucratic culture
- Develop rigid policies

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Question No : 2 of 27 Marks: 1 (Budgeted Time 1 Min)

For which of the following employees' participation plays a vital role?

Answer (Please select your correct option)

- Enhance goals' complexity
- Develop tools for measurable goals
- Redefine goals frequently
- Ensure goals attainment

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Question No : 3 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is an online recruitment method engaged in by a single employer or group of employers to attract a large number of applicants?

Answer (Please select your correct option)

- Job fairs
- Recent grads
- Internship programs
- Recruiting sites

Correct Answer Solved By Hadi
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Question No : 4 of 27 Marks: 1 (Budgeted Time 1 Min)

Top level managers are said to performing _____ roles.

Answer (Please select your correct option)

- Operational
- Functional
- Tactical
- Strategic

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Question No : 5 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is categorized as the authority to give orders to subordinates?

Answer (Please select your correct option)

- Functional
- Staff
- Operational
- Line

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Question No : 6 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following department is responsible for handling safety & health issues of employees?

Answer (Please select your correct option)

- Marketing department
- Finance department
- HR department

Correct Answer Solved By Hadi
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- Procurement department

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Question No : 7 of 27 Marks: 1 (Budgeted Time 1 Min)

Human resource management is a part of management that is concerned with _____ dimension.

Answer (Please select your correct option)

- Technology
- People
- Financial
- Asset

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Question No : 8 of 27 Marks: 1 (Budgeted Time 1 Min)

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

Answer (Please select your correct option)

- Simulation

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- Modeling
- Mock-up
- Replication

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Question No : 9 of 27 Marks: 1 (Budgeted Time 1 Min)

While conducting job analysis the 'Observation Method' is useful when:

Answer (Please select your correct option)

- Job requires more intellectual skills to complete
- Job is repetitive in nature
- Job is market oriented and requires more data
- Job consists of observable physical activity

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Question No : 10 of 27 Marks: 1 (Budgeted Time 1 Min)

What could be the main reason to perform initial screening of applicants while making employee selection decisions?

Answer (Please select your correct option)

- Get maximum information about applicant
- Reduce the number of applicants to manageable size
- Ensure the authenticity of information provided by an applicant
- Contact the provided references for comments about the applicant

by concept

Correct Answer Solved By Hadi
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Question No : 11 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following test is used to measure a candidate's knowledge regarding job duties he/she is supposed to perform in a particular job position?

Answer (Please select your correct option)

- Work knowledge test
- Trade knowledge test
- Job knowledge test
- Position knowledge test

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Question No : 12 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following test indicates the person's inclination towards a particular occupation that provides satisfaction to that individual?

Answer (Please select your correct option)

- Vocational interest test

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- Cognitive aptitude test
- Personality test
- Psychomotor abilities test

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Question No : 13 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following component of attitude represents a person's opinions, knowledge, and information?

Answer (Please select your correct option)

- Affective component
- Cognitive component
- Behavioral component
- Objective component

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Question No : 14 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following can be a possible job activity of an HR manager at corporate level when he/she is engaged in employees' development?

Answer (Please select your correct option)

- Plan job rotation of experienced managers for further training

Correct Answer Solved By Hadi
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- Develop company wide Equal Employment Opportunity plan
- Apply job evaluation procedures to new job titles
- Develop plans for organizational retrenchment

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Question No : 15 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following role is usually associated with the HR manager in an organization?

Answer (Please select your correct option)

- Top level authority
- Line authority
- Advisory/staff authority
- Supervisory authority

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Question No : 16 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the given statement reflects the relationship between HRM & Management?

Answer (Please select your correct option)

- Both are same
- Management is one aspect of HRM
- HRM is one aspect of Management

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- No relationship exists

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Question No : 17 of 27 Marks: 1 (Budgeted Time 1 Min)

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

Answer (Please select your correct option)

- Trend analysis
- Sensitivity analysis
- Ratio analysis
- Regression analysis

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Made By: Waqar Siddhu

Question No : 18 of 27 Marks: 1 (Budgeted Time 1 Min)

The central office of DFA Courier service transfers responsibility and decision making power to the regional offices regarding appointment of staff and giving them budgets and authority to make important decisions. What this process is called?

Answer (Please select your correct option)

- Empowerment
- Outsourcing
- Enlargement
- Restructuring

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Question No : 19 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is an authority given to specific person with expertise in a certain area, so that a person can make recommendations to others?

Answer (Please select your correct option)

- Staff authority
- Operational authority
- Implied authority
- Line authority

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Question No : 20 of 27 Marks: 1 (Budgeted Time 1 Min)

"People working in your organization are more than the actual requirements". Which one of the following strategy you prefer to solve this problem?

Answer (Please select your correct option)

- Recruitment
- Training
- Layoff
- Merger

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Question No : 21 of 27 Marks: 1 (Budgeted Time 1 Min)

The application form should NOT include questions related to:

Answer (Please select your correct option)

- Background checks
- Work history
- Abilities to follow directions
- Full medical history

Correct answer solved by hadi
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Email: usmanraj20@gmail.com

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Question No : 22 of 27 Marks: 1 (Budgeted Time 1 Min)

Ventilation technicians, plumber or electricians are often required to under go apprenticeship training before they are elevated to master mechanic status. This is an example of:

Answer (Please select your correct option)

- On the job training
- Off the job training
- Simulation training
- Computer based training

Doubht

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Question No : 1 of 27 Marks: 1 (Budgeted Time 1 Min)

Job analysis is performed to define:

Answer (Please select your correct option)

- Organizational rules & policies
- Job description & job duties
- Job description & job specification
- Job specification & job position

Correct Answer Solved By Hadi
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Question No : 2 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following term describes the unique combination of psychological traits that describes a person's behaviors?

Answer (Please select your correct option)

- Perception
- Personality
- Attitude
- Ability

Correct answer solved by hadi
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Email: usmanraj20@gmail.com

Made By: Waqar Siddhu

Question No : 3 of 27 Marks: 1 (Budgeted Time 1 Min)

According to the 'Hawthorne Studies' productivity of employees:

Answer (Please select your correct option)

- Increased by increasing light intensity

Correct Answer Solved By Hadi
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- Decreased by decreasing light intensity
- Increased by observing them
- None of the given options

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Question No : 4 of 27 Marks: 1 (Budgeted Time 1 Min)

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

Answer (Please select your correct option)

- Civil rights
- Equal pay
- Worker compensation
- Age discrimination

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usmanraj20@gmail.com
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Question No : 5 of 27 Marks: 1 (Budgeted Time 1 Min)

_____ is an attribute of work teams which results in a level of performance that is greater than the sum of the individual inputs.

Answer (Please select your correct option)

- Synergy

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- Enthusiasm
- Energy
- Initiative

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Question No : 6 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is a forecasting method in which requirement is estimated at department level and the information is gradually transmitted to upper level to make future hiring of employees?

Answer (Please select your correct option)

- Top-down approach
- Bottom-up approach
- Zero-based approach
- Employee-based approach

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usmanraj20@gmail.com
03228043306

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Question No : 7 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following term is referred when everyone scoring a test obtains the same results?

Answer (Please select your correct option)

- Impartiality
- Neutrality
- Objectivity
- Subjectivity

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usmanraj20@gmail.com
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Question No : 8 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following represents relatively a permanent change in behavior of employees?

Answer (Please select your correct option)

- Learning

Correct Answer Solved By Hadi
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- Training
- Development
- Need analysis

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Question No : 9 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following phase includes the content development of training program?

Answer (Please select your correct option)

- Training evaluation
- Training design
- Training need analysis
- Defining training objectives

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usmanraj20@gmail.com
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Question No : 10 of 27 Marks: 1 (Budgeted Time 1 Min)

The role of human resource manager has changed from reactor and screener to:

Answer (Please select your correct option)

- Change agent and strategic partner

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- Generalist and controller
- Controller and organizer
- Proctor and analyzer

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Question No : 11 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following is the initial source of screening for a person involved in recruitment for the post of Accounting Clerk?

Answer (Please select your correct option)

- Resume or application blank

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- Evaluation of character
- Structured interview
- Reference checks

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Question No : 12 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following function involves activities like goal setting, policy making & strategy formulation?

Answer (Please select your correct option)

- Controlling
- Planning
- Organizing
- Leading

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usmanraj20@gmail.com
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Question No : 13 of 27 Marks: 1 (Budgeted Time 1 Min)

"Effectiveness" is represented by:

Answer (Please select your correct option)

- Doing things before time
- Doing right things at right time
- Doing things in minimum time
- Doing things with minimum resources

Correct Answer Solved By Hadi
usmanraj20@gmail.com
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Question No : 14 of 27 Marks: 1 (Budgeted Time 1 Min)

A company is hiring new entrants as well as some experienced people for its upcoming project, therefore, it is said to be:

Answer (Please select your correct option)

- Advancing in technology
- Globalizing its operations
- Responding to frequent changes
- Enhancing workforce diversity

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 15 of 27 Marks: 1 (Budgeted Time 1 Min)

'Jamal enterprises' is a small company having 30 employees only, to facilitate this number of employees, organization hired 2 people to perform all necessary HR functions for the organization. In such a case these HR personnel are considered as:

Answer (Please select your correct option)

- HR department
- HR executives
- HR generalists
- HR specialists

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

Made By: Waqar Siddhu

Question No : 16 of 27 Marks: 1 (Budgeted Time 1 Min)

All of the following duties are performed by the line authority EXCEPT:

Answer (Please select your correct option)

- Drafting performance standards
- Interpreting policies and procedures
- Defining employees responsibilities
- Assisting employee recruitment process

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usmanraj20@gmail.com
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Made By: Waqar Siddhu

Question No : 17 of 27 Marks: 1 (Budgeted Time 1 Min)

Maria is hired by NJI Insurance Company to find out why so many new employees were leaving within their first six months. Maria is said to be a:

Answer (Please select your correct option)

- HR Executive
- HR Generalist
- HR Specialist
- HR Consultant ✓

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Question No : 18 of 27 Marks: 1 (Budgeted Time 1 Min)

The quota system within the Government Sector of Pakistan is a best example of:

Answer (Please select your correct option)

- Equal employment opportunity
- HR planning
- Litigation process
- Affirmative action

Correct Answer Solved By Hadi
usmanraj20@gmail.com
03228043306

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Question No : 19 of 27 Marks: 1 (Budgeted Time 1 Min)

Which statement accurately describes the role of job analysis within organizations?

Answer (Please select your correct option)

- Job analysis is performed by senior human resource professionals
- Job analysis affects most human resource management activities
- Job analysis is used to assist only training and development program
- Job analysis is developed from the human resource inventory

I THINK

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Question No : 20 of 27 Marks: 1 (Budgeted Time 1 Min)

Which one of the following terms is used to demonstrate typing speed in excess of 100 to 120 words per minute, required for the vacancy of clerk?

Answer (Please select your correct option)

- Job description
- Job specification
- Skills inventory
- Performance appraisal

not sure

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Question No : 21 of 27 Marks: 1 (Budgeted Time 1 Min)

Friendships can over emphasize the job performance competence while recruitment through:

Answer (Please select your correct option)

- Employee referral

  right ....check must

- Employment agency
- Head hunter
- Recruiting professional

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Question No : 22 of 27 Marks: 1 (Budgeted Time 1 Min)

Which of the following statement represents the process of orientation within the organization?

Answer (Please select your correct option)

- Board of governers, sharing the disciplinary actions
- Human resource department, explaining organizational policies and employee benefits
- Entry-level employees, introducing the organizational vision, mission, rules and regulations

check

- New employee, familiarizing with the office environment on their own

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