

**Be the HR your exam needs!**

**Analyze, write smartly, and lead your way to top marks! Good luck**

## **Human Resource Management Important Question**

### **Part A**

**2\*10=20 Marks**

1. What is HRM?
2. Write any two functions of HRM.
3. What is Job Analysis?
4. Write two characteristics of a good job description.
5. What is Recruitment?
6. Mention any two sources of recruitment.
7. Define Selection.
8. What is Performance Appraisal?
9. Mention any two methods of training.
10. Write any two need of HRP.

### **Part B**

#### **Attempt Any Two Question**

**10\*2 = 20 Marks**

1. Discuss the role and competencies of an HR manager.
2. Difference between JD & Job Specification.
3. Explain the various sources of recruitment with examples.
4. What is Training? Discuss its need and importance in organizations.

### **Part C**

#### **Unit 1**

#### **Attempt one question from each unit having internal choice.**

1. Explain the meaning, importance, and functions of Human Resource Management. (20 Marks)

**OR**

Write Shorts Notes On:

- (a) Need & process of HRP
- (b) Personal Management

2. What is Job Analysis? Explain its objectives, process, and techniques. (20 Marks)

OR

Write Shorts Notes On:

- (a) Characteristics of a good JD
- (b) Job Specification.

3. What is Selection? Discuss the selection process step by step. (20 Marks)

OR

Define Recruitment. Explain its process and factors affecting recruitment.

4. What is Performance Appraisal? Describe its objectives and process & Method. (20 Marks)

OR

Write Short Note On:

- (a) Steps in Systematic Training Plan
- (b) Training method