

QB365 Question Bank Software Study Materials

Employee Selection Process 50 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 50

Multiple Choice Question

50 x 1 = 50

- 1) The recruitment and selection process aimed at right kind of people.
(a) At right people (b) At right time (c) To do right things **(d) All of the above**
- 2) Selection is usually considered as a _____ process
(a) Positive **(b) Negative** (c) Natural (d) None of these
- 3) Which of the following test is used to measure the various characteristics of the candidate?
(a) Physical Test **(b) Psychological Test** (c) Attitude Test (d) Proficiency tests
- 4) The process of eliminating unsuitable candidate is called_____.
(a) Selection (b) Recruitment (c) Interview (d) Induction
- 5) Job first man next is one of the principles of_____.
(a) Test (b) Interview (c) Training **(d) Placement**
- 6) The poor quality of selection will mean extra cost on_____ and supervision
(a) Training (b) Recruitment (c) work quality (d) None of these
- 7) Which of the following orders is followed in a typical selection process
(a) Application form test and or interview, reference check and physical examination
(b) Application form test and or interview, reference check, and physical examination
(c) Reference check, application form, test and interview and physical examination
(d) Physical examination test and on interview application term and reference check
- 8) The purpose of an application blank is to gather information about the
(a) Company **(b) Candidate** (c) Questionnaire or Interview Schedule (d) Competitors
- 9) Identify the test that acts as a instrument to discover the inherent ability of a candidate
(a) Aptitude Test (b) Attitude Test (c) Proficiency Test (d) Physical Test
- 10) Scrutiny of application process is the
(a) Last step in Selection Process **(b) First step in selection process** (c) Third step in Selection Process
(d) None of the above
- 11) Selection process helps in
(a) Locating candidates **(b) Determining the suitability of the candidates** (c) Preparing employees for training
(d) None of these
- 12) The process of placing the right man on the right job is called_____
(a) Training **(b) Placement** (c) Promotion (d) Transfer
- 13) The main aim of selection process is to find out the suitable candidate for

- (a) more job (b) higher salary **(c) specific job** (d) none of these
- 14) Which of the following test to measure suitability of the candidates for the post / role
 (a) Verbal reasoning test (b) Spatial reasoning test **(c) Aptitude test** (d) Mechanical reasoning test
- 15) Which of the following test provides information about candidates numerical aptitude?
 (a) Verbal reasoning test **(b) Numerical reasoning test** (c) Mechanical reasoning test
 (d) Diagrammatic reasoning test
- 16) Which test measures the candidate's ability to find a logic in a series or pattern?
(a) Number sequence test (b) Vocabulary test (c) Mental arithmetic test (d) Verbal reasoning test
- 17) The first modern intelligence test was developed in
 (a) 1961 (b) 1911 **(c) 1904** (d) 1857
- 18) Which tests assesses the reliability and innate characters of the candidate concerned?
 (a) Attitude test (b) Interest tests **(c) Personality inventory test** (d) Interview
- 19) An atmosphere for free and frank interaction is created in the
 (a) high salary (b) earned money **(c) interview environment** (d) none of the these
- 20) Where a group of people interview the candidate, it is called
 (a) Video conferencing interview (b) Group interview (c) Online interview **(d) Panel interview**
- 21) Proper selection of candidates contributes to
(a) low labour turnover (b) good talent (c) better efficiency (d) job motivation
- 22) Proper selection of candidates reduces
 (a) good talent (b) labour turnover **(c) absenteeism** (d) none of these
- 23) Recruitment and selection plays a vital role in the
 (a) Human resource **(b) Human resource management** (c) Personal behaviour (d) Organisational behaviour
- 24) The process of selection of employees is usually influenced by
 (a) principles and programmes (b) rules and regulations **(c) strategies and objectives** (d) all of these
- 25) The process of eliminating unsuitable candidates is called
 (a) Interview (b) training (c) recruitment **(d) selection**
- 26) Kind of interviews which creates anxiety among interviewees by putting pressure to see how applicant respond is classified as
 (a) Panel interview **(b) stress interview** (c) directive interview (d) online interview
- 27) Which type of interviews considers standardized questions that must be asked to all applicants, short listed for testing are classified as
(a) Structure interviews (b) Unstructure interviews (c) Stress interview (d) Panel interview
- 28) Procedure for choosing individuals who have all skills, abilities, and knowledge needed for a job is classified as
 (a) costing **(b) selection** (c) training (d) recruitment

29)

LIST I		LIST II	
(i)	Job First, Man Next	1)	Propation period
(ii)	Job offer	2)	Wrong or lapse

LIST I		LIST II	
(iii)	Loyalty and co-operation	3)	Man based on his qualification
(iv)	Aware about the penalties	4)	No compromise on the requirements

- (a) (b) (c) (d)
(I)(II)(III)(IV) **(I)(II)(III)(IV)** **(I)(II)(III)(IV)** **(I)(II)(III)(IV)**
 1 2 3 4 **4 3 1 2** 2 3 1 4 3 4 2 1

30)

LIST I		LIST II	
(i)	Good Talent	(1)	Indian Police Service
(ii)	Better efficiency	(2)	Clerical and other physical jobs
(iii)	Nature of post	(3)	Better quality of work
(iv)	Number of candidates	(4)	Improved productivity and profitability

- (a) (b) (c) (d)
(I)(II)(III)(IV) **(I)(II)(III)(IV)** **(I)(II)(III)(IV)** **(I)(II)(III)(IV)**
 1 2 3 4 2 3 4 1 3 4 1 2 **4 3 1 2**

- 31) _____ can range from a very simple process to a very complicated process.
(a) Employee selection (b) Training (c) Placement (d) Recruitment
- 32) _____ is the process of choosing the most suitable person for the vacant position in the organization.
 (a) Training **(b) Selection** (c) Recruitment (d) Placement
- 33) _____ test is used to find the suitability of a candidate for a given job role.
(a) Ability (b) Personality (c) Vocabulary (d) Reasoning
- 34) _____ helps in predicting the ability and future performance of the candidate.
(a) Aptitude test (b) Achievement test (c) Intelligence test (d) Judgement test
- 35) _____ test measures the engineering student ability of applying engineering concepts in actual practice.
 (a) Numerical reasoning (b) Verbal reasoning **(c) Mechanical reasoning** (d) Diagrammatic reasoning
- 36) _____ tests the candidate's basic numerical ability like addition and subtraction.
 (a) Number sequence test (b) Vocabulary test **(c) Mental arithmetic test** (d) Situational judgement
- 37) _____ is conducted before, during or after a learning experience.
(a) Achievement test (b) Aptitude test (c) Judgement test (d) Intelligence test
- 38) _____ is conducted to test the presence of mind and reasoning capacity of the candidates.
 (a) Attitude test (b) Personality test (c) Mental test **(d) Judgement test**
- 39) _____ interview is conducted to know the general suitability of the candidates who have applied for the job.
(a) Preliminary interview (b) Planned interview (c) Unstructured interview (d) In depth interview
- 40) _____ is quite contrary to structured interview.
 (a) Panel interview **(b) Unstructured interview** (c) Stress Interview (d) Guided interview
- 41) _____ enables the interviewers to conduct interview with the candidates living in faraway places.
 (a) Group interview **(b) Online interview** (c) Telephone interview (d) Physical examination interview
- 42) _____ is a good time saving type of interview.
 (a) Medical examination (b) Online interview **(c) Group interview** (d) Video conferencing interview

- 43) _____ interview is similar to face to face interview
 (a) Telephone interview (b) Online interview (c) Group interview **(d) Video conferencing interview**
- 44) Selection is usually considered as a _____ process.
(a) negative (b) positive (c) neutral (d) none of the above
- 45) _____ can be defined as process of choosing the right person for the right job.
(a) Selection (b) Recruitment (c) Training (d) None of these
- 46) _____ Interview candidates live living in faraway places from organisation
 (a) Telephone (b) Online (c) Video **(d) All of these**
- 47) _____ Screening Process where you Interview multiple candidates at the same time.
(a) Group Interview (b) Panel Interview (c) Stress Interview (d) Depth Interview
- 48) _____ interview is similar to face to face Interview
(a) Video Conferencing (b) Online (c) Telephone (d) Group Interview

49) Match the following.

Ability Test	Interest
personality test	Depth
Interview	Measure a candidate capacity
Achievement	Aptitude

- (a)

A	B	C	D
i	ii	iii	iiii
- (b)**

A	B	C	D
ivi	iiii		
- (c)

A	B	C	D
i	ii	iii	iv
- (d)

A	B	C	D
i	iii	iv	ii

- 50) Pick out the odd one.
 (a) Interest (b) Personality (c) Attitude **(d) Judgement**