

QB365 Question Bank Software Study Materials

Recruitment Methods 40 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 40

Multiple Choice Question

40 x 1 = 40

- 1) Recruitment is the process of identifying _____.
(a) right man for right job (b) good performer (c) Right job (d) All of the above
- 2) Recruitment bridges gap between ____ and _____.
(a) job seeker and job provider (b) job seeker and agent (c) job provider and owner (d) owner and servant
- 3) Advertisement is a _____ source of recruitment
(a) internal **(b) external** (c) agent (d) outsourcing
- 4) Transfer is an _____ source of recruitment.
(a) internal (b) external (c) outsourcing (d) None of the above
- 5) E-recruitment is possible only through ____ facility.
(a) Computer **(b) Internet** (c) Broadband (d) 4G
- 6) Poaching is also called
(a) Raiding (b) Unsolicited application (c) Profession (d) Tutor
- 7) Rate which is used to represent that organization is successful at hiring conditions is classified as
(a) selection rate (b) yield rate **(c) acceptance rate** (d) success base rate
- 8) In recruitment cost, costs such as salaries of operating managers and public relation managers are classified as
(a) direct costs (b) marginal costs **(c) indirect costs** (d) labour costs
- 9) In recruitment costs, agency fees, recruitment advertisement and salaries of recruiters is classified as
(a) direct cost (b) indirect cost (c) both (d) none of the above
- 10) Comparison between numbers of applications at each preceding stage of recruitment process is classified as
(a) initialization ratio (b) resultant ratio **(c) yield ratio** (d) application ratio
- 11) The recruitment and selection process aimed at right kind of people
(a) At right place (b) At right time (c) To do right things **(d) all of the above**
- 12) The following is a source of recruitment
(a) Advertisement (b) Reference (c) Employment agency **(d) All of the above**
- 13) Which mode of recruitment is through advertisements, newspapers and want ads?
(a) Direct **(b) Indirect** (c) Both (d) none of the above
- 14) Identifying the right people in rival companies, offering them better terms and luring them away is popularly called as
(a) Competition (b) Acquisition **(c) Poaching** (d) None of the above
- 15) The following is concerned with developing a pool of candidates in line with the human resources plan

- (a) Development (b) Training **(c) Recruitment** (d) None of these

16) Rearrange the following steps of recruitment.

- I. Searching
 II. Evaluation and Control
 III. Planning
 IV. Screening
 V. Strategy development

- (a) III, II, I, V, IV **(b) III, V, I, IV, II** (c) IV, V, III, II (d) II, I, IV, V, III

17)

	List I	List II
i)	Transfer	1) Merits of the employees
ii)	Upgrading	2) Managing to learn
iii)	Job rotation	3) Lower position to higher position
iv)	Promotion	4) Deficit staff

- (a)

(i)	(ii)	(iii)	(iv)
4	3	2	1

 (b)

(i)	(ii)	(iii)	(iv)
3	2	1	4

 (c)

(i)	(ii)	(iii)	(iv)
1	2	4	3

 (d)

(i)	(ii)	(iii)	(iv)
2	1	3	4

18)

	List I	List II
i)	Advertisement	1) Poaching
ii)	Walkins	2) Online method
iii)	Rival firms	3) Source of requirements
iv)	e-recruitment	4) Nature of work

- (a)

(i)	(ii)	(iii)	(iv)
3	4	2	1

 (b)

(i)	(ii)	(iii)	(iv)
1	2	3	4

**(c)

(i)	(ii)	(iii)	(iv)
4	3	1	2

(i)	(ii)	(iii)	(iv)
2	1	4	3

19) _____ is the process of finding suitable candidates for the various posts in an organisation.

- (a) Recruitment** (b) Selection (c) Training (d) Placement

20) _____ acts as a link between job provider and job seeker.

- (a) Selection (b) Training (c) Motivation **(d) Recruitment**

21) External sources can be classified into _____ sources.

- (a) two** (b) three (c) four (d) five

22) _____ has become inevitable external source of recruitment.

- (a) Campus recruitment (b) Rival firms **(c) E-recruitment** (d) None of these

23) _____ connects the job provider and the job seeker by providing the relevant and required information.

- (a) Professional associations **(b) Private employment agencies** (c) Job portals (d) Deputation

24) _____ types of firms facilitate recruitment on behalf of client companies at cost.

- (a) Professional associations **(b) Employment consultancies** (c) Deputation (d) Job portals

25) Recruitment or manpower selection process is the first step in the employment of _____

- (a) Labour** (b) Management (c) Both (A) and (B) (d) None of the above

26) _____ is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.

- (a) Advertising (b) Selection **(c) Recruitment** (d) Staffing

27) Sources for recruiting should be periodically _____

(a) changed (b) checked (c) **evaluated** (d) inspired

28) _____ is not an internal source of recruitment.

(a) Promotion (b) Transfer (c) Job rotation (d) **Advaertisement**

29) Promotion is a _____ source recruitment.

(a) suitable (b) higher (c) **internal** (d) external

30) Campus selection is a _____ source of recruitment.

(a) internal (b) **external** (c) modern (d) none of these

31) Which are the Internal sources of recruitment?

(a) Transfers (b) Demotion (c) Upgrading (d) **All of these**

32) Pick out the odd one.

(a) Employee referral (b) Job portals (c) Outsourcing (d) **Demotion**

33) Poaching is also called as _____

(a) Rival firms (b) **Raiding** (c) Both A and B (d) None of these

34) Organisations instead of training their employees their hire well skilled employee for the other organisation as called as _____

(a) Poaching (b) Raiding (c) **Both A and B** (d) None of these

35) Match the following:

Internal source of Recruitment	Advertise of source
External source of Recruitment	applicants upload the resume online
Recruitment process outsourcing	Transfers, promotion
Job portals	Employee receives

(a) **(iii), (iv), (i), (ii)** (b) (i), (ii), (iii), (iv) (c) (i), (iv), (iii), (ii) (d) (i), (iii), (ii), (iv)

36) Pick out the odd one.

(a) Press Advertisement (b) Educational Instituties (c) Labour Contractors (d) **Retention**

37) Which is not correct Matched?

(a) Transfer - one department to another (b) campus Recruitment - education Institution
(c) Poaching - Hiring employees from competative companies (d) **outsourcing - personal Interview**

38) Examples of Rival firms are _____

(a) Salesmen (b) Management professionals (c) Chartered Accountants (d) **All of these**

39) Which of the following is not a correct pair?

(a) E-Recruitment - Direct External Sources (b) Word of Mouth - Indirect External Source
(c) **Demotion - External Sources** (d) Retention - Internal Sources

40) The one which does not include in the Internal Sources of recruitment process is :

(a) **Walkins** (b) Promotion (c) Demotion (d) Job rotation