

QB365 Question Bank Software Study Materials

Employee Selection Process Important 2,3 & 5 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 75

2 Marks

10 x 2 = 20

1) What is selection?

Answer : (i) Selection is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job.

(ii) Selection is the process of choosing the most suitable person for the vacant position in the organisation.

2) What is an interview?

Answer : Interview represents a face to face interaction between the interviewer and the interviewee. An interview is a purposeful exchange of ideas, the answering of questions and communication between two or more persons

3) What is intelligence test?

Answer : Intelligence tests are one of the psychological tests, that is designed to measure a variety of mental ability, individual capacity of a candidate. The main aim of these tests is to obtain an idea of the person's intellectual potential.

4) What do you mean by Placement?

Answer : (i) Placement is a process of assigning a specific job to each and every candidate selected.

(ii) Placement signifies placing the right person on the right job in a good manner.

(iii) The term placement includes initial assignment of new employees and promotion, transfer or demotion of present employees.

5) Define selection

Answer : David & Robbins, "Selection is a managerial decision making process is to predict which job applications will be successful if hired.

6) What do you mean by online interview?

Answer : Due to tremendous growth in information and communication technology, these days interviews are conducted by means of internet via Skype, Wechat, Google duo, Tiber, "hatsapp or 'ideo chat applications.

7) What do you mean by the Reference check ?

Answer : (i) Reference check is done to know reliability and trustworthiness of the candidates.

(ii) The selector decides the selection worthiness of the candidate based on the reference and recommendation given by referees.

8) What is final interview?

Answer : The successful candidate who passed through various stage of selection process will be called for final interview.

9) What is Mental age?

Answer : A person's mental age is a measurement of their ability to think when compared to the average person's ability at that age.

10) In an IAS interview the interviewer ask question to unmarried girl, one fine morning when you wake up you feel that you carrying baby. what will be your reaction? What kind of interview is this?

Answer : Stress Interview

3 Marks

10 x 3 = 30

11) What is stress interview?

Answer :

- (i) This type of interview is conducted to test the temperament and emotional balance of the candidate interviewed.
- (ii) Interviewer deliberately creates stressful situation by directing the candidate to do irrational and irritating activities.
- (iii) They assess the suitability of the candidate by observing the reaction and response of the candidate to the stressful situation.
- (iv) Mostly this type of interview is conducted for recruiting sales representatives, staff for defence and law enforcement agencies

12) What is structured interview?

- Answer :**
- (i) Structured interview method, a series of question to be asked by the interviewer are pre-prepared by the interviewer and only these questions are asked in the interview.
 - (ii) Ultimately interviewees are ranked on the basis of score earned by the candidate in the interview.
 - (iii) It is otherwise called as Guided interview and Planned interview.

13) Name the types of selection test?

Answer : Several tests are, conducted in the selection process. They are

- (1) Ability Test
 - (i) Aptitude test
 - (ii) Achievement test
 - (iii) Intelligence test
 - (iv) Judgment test
- (2) Personality Test
 - (i) Interest test
 - (ii) Personality test
 - (iii) Projective test
 - (iv) Altitude test

14) What do you mean by achievement test?

- Answer :**
- (i) This test measures a candidate's capacity to achieve in a particular field.
 - (ii) The regular examination conducted in educational institution represents achievement test. It is also called as proficiency test.
 - (iii) This test is conducted before, during or after a learning experience. In short, it is a test conducted to find out candidates mastery over the subject. Example :
 - (1) A driver may be asked to drive a vehicle to test his driving efficiency.
 - (2) A music student may be asked to play a given instrument.

15) What is aptitude test?

- Answer :**
- (i) Aptitude test is a test to measure suitability of the candidates for the post/role.
 - (ii) It actually measures skill sets of the candidate.
 - (iii) It helps in predicting the ability and future performance of the candidate.

16) Write a shot notes on

- (i) Mental arithmetic test
- (ii) Vocabulary test
- (iii) Number sequence test

Answer :

- (i) Mental arithmetic test :** It tests the candidate's basic numerical ability like addition, subtraction, multiplication, division and fraction. It test the speed of doing calculation.

- (ii) Vocabulary test :** The test measures candidate's ability to recognize the relationship among the ideas, think methodically and fluency in English language.

- (iii) Number sequence test:** This measures the candidate's ability to find a logic in a series or pattern. Under this test, candidates have to find out missing number in a sequence to determine the pattern.

17) List the basic information of contract of employment.

Answer : The following basic information which need to be included in a written contract of employment varies according to the level of the job, They are

- (i) Job title
- (ii) Duties & Responsibilities
- (iii) Scale of pay allowance, increments
- (iv) Working hours
- (v) Date when continuous employment starts and basis for calculating service
- (vi) Work rules
- (vii) Grievance procedure
- (viii) Disciplinary procedure
- (ix) Special terms and conditions relating to rights etc

18) What is telephone interview?

Answer : (i) When the candidates live far away from organization and find it difficult to attend preliminary interview for various reasons

(ii) Telephone interview is conducted by some organization to eliminate unfit and unsuitable candidate at the preliminary stage itself.

19) What is Group interview?

Answer : (i) A group Interview is a screening process where you interview multiple candidates at the same time.

(ii) Group interview is a good time saving type of interview. Instead of spending 5 hours interviewing 5 candidates individually, one hour can be spent interviewing them in a group.

(iii) Some time particular topic is given to the group, and they are asked to discuss it.

20) What do you think the medical examinations of a candidate is necessary?

Answer : (i) It is necessary because a person of poor health cannot work competently and any investment on him may go waste.

(ii) It determines an applicant's physical ability to perform a specific job.

(iii) physical fitness of the candidate under selection to the job concerned

5 Marks

5 x 5 = 25

21) Briefly explain the various types of tests. (any 5)

Answer : Ability Test :

(i) A test designed to measure an individual's cognitive function in a specific area such as variety of skills, mental aptitude, problem solving, knowledge of particular field, reasoning ability, intelligence, etc.

(ii) This test is used to find the suitability of a candidate for a given job role. It comprises the following:

(1) Aptitude test :

Aptitude test is a test to measure suitability of the candidates for the post/ role. It actually measures skills sets of the candidates. It helps in predicting the ability and future performance of the candidate. Aptitude test can be measured by the following ways:

- * Numerical Reasoning test
- * Verbal Reasoning test
- * Inductive Reasoning test
- * Mechanical Reasoning test
- * Diagrammatic Reasoning test
- * Spatial Reasoning test
- * Situational judgment test
- * Mental Arithmetic test
- * Vocabulary test
- * Number sequence test

(2) Achievement Test :

This test measures a candidate's capacity to achieve in a particular field. In other words this test measures a candidate's level of skill in certain areas, accomplishment and knowledge in a particular subject. The regular examination conducted in educational institution represents achievement test. It is also called proficiency test.

(3) Intelligence Test :

Intelligence tests are one of the psychological tests, that is designed to measure a variety of mental ability, individual capacity of a candidate. The main aim of these tests is to obtain an idea of the person's intellectual potential.

(4) Judgement Test :

This test is conducted to test the presence of mind and reasoning capacity of the candidates.

B. Personality Test :

Personality test refers to the test conducted to find out the non intellectual traits of a candidate namely temperament, emotional response, capability, and stability. There is no right or wrong in the test. It comprises the following tests.

- (i) Interest Test
- (ii) Personality Inventory test
- (iii) Projective test / Thematic appreciation test
- (iv) Attitude test.

22) Explain the important methods of interview. (any 5)

Answer : (i) Preliminary Interview:

This interview is conducted to know the general suitability of the candidates who have applied for the job.

(ii) Structure/Guided/Planned Interview :

Under this method, a series of questions to be asked by the interviewer are pre prepared by the interviewer and only these questions are asked in the interview.

(iii) Unstructured Interview : This is quite contrary to structured interview. There is no pre-prepared questions. appreciation test (iv) Attitude test

(iv) In depth Interview : This interview is conducted to test the level of knowledge of the interviewee in a particular field intensively and extensively.

(v) Panel Interview :

Where a group of people interview the candidate, it is called panel interview. All panel members ask different types of questions on general areas of specialisation of the candidate.

23) Differentiate Recruitment and Selection. (any 5)

Answer :

S.NO	BASIS OF COMPARISON	RECRUITMENT	SELECTION
1	Approach	Approach under recruitment is positive one	Approach under selection is negative one
2	Objective	Inviting large number of candidates to apply for the vacant post	Picking up the most suitable candidates and eliminating the rest
3	Sequence	First	Second
4	Method	It is an economical method	It is an expensive method
5	Contractual relation	It involves the communication of vacancies. No contractual relation is established	It creates contractual relation between employer and employee
6	Process	Recruitment process is very simple	Selection process is very complex and complicated

24) Explain the principles of placement

Answer : The following principles are followed at the time of placement of an employee.

(i) Job First Man next :

Man should be placed on the job according to the requirements of the job.

There is no compromise on the requirements or qualifications of the man with respect to job. "Job First, Man next" should be the principles of management.

(ii) Job offer :

The job should be offered to the man based on his qualification.

(iii) Terms and conditions :

The employee should be made conversant with the conditions and culture prevailing in the organisation and all those things relating to the job.

(iv) Aware about penalties :

The employee should also be made aware of the penalties if he / she commits a wrong or lapse.

(v) Loyalty and Co-operation :

When placing a new recruit on the job, an effort should be made to develop a sense of loyalty and co-operation in him, so that he/she may realise his/her responsibilities better towards the job and the organisation.

25) Explain the comprehensive selection process.

Answer : A comprehensive selection process involves the various steps

(i) Application Blank

Companies either supply pre-printed application forms or direct the candidates to download the forms uploaded in their respective websites.

(ii) Scrutinizing the Applications

(a) After the applications received in response to advertisement inviting applications for opening or more.

(b) It is not possible for recruitment agency to call all the applicants for interview. To shortlist the number of applicants for the interview.

(iii) Selection Test

Several tests are conducted in the selection process to ensure whether the candidate possess the necessary qualification to fit into various positions in the organization.

(iv) Interview

(a) In other words interview represents a face to face interaction between the interviewer and interviewee.

(b) According to Scott and others "an interview is a purpose full exchange of ideas, the answering of questions and communication between two or more persons."

(v) Physical Examination or Medical Examination

(a) The last technique used in selection process in medical examination.

(b) It determines an applicant's physical ability to perform a specific job.

(vi) Reference Check

(a) Reference check is done to know reliability and trust worthiness of the candidate.

(b) The selector decides the selection worthiness of the candidate based on the reference and recommendation given by referees.

(vii) Final Selection

(a) The successful candidate who passed through various stages of selection process will be called for final interview.

(b) These candidates are briefed about the rules and regulations of the organization.

(viii) Contract of Employment

After the final selection process is completed, certain documents are expected to be signed both by the organization and the candidate.