

QB365 Question Bank Software Study Materials

Recruitment Methods Important 2,3 & 5 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 75

2 Marks

9 x 2 = 18

1) Give the meaning of Recruitment.

Answer : Recruitment is the process of finding suitable candidates for the various posts in an organisation. It is a process of attracting potential people to apply for a job in an organisation.

2) What is promotion?

Answer : (i) Promotion means the movement of an employee from his level to the top level.

(ii) Based on seniority and merits of the employees they are given opportunity to move up in the organisational hierarchy. This is known as promotion.

3) Write any two internal source of recruitment

Answer : Benefits of internal source of recruitment.

(i) Internal source will reduce the cost and expenses of recruitment.

(ii) It is very useful, by way of selecting from the existing and retiring employees.

4) What is meant by Poaching?

Answer : Organizations instead of training and developing their own employees hire employees of other competitive companies by paying them more both financial and non financial benefits. It is also called raiding.

5) What are the reasons behind recruitment?

Answer : There are different reasons why vacancy arises and they are

(i) Retirement of an employee

(ii) Death of an employee

(iii) Resignation of job by an employee

(iv) Disablement of an employee

(v) Dismissal of an employee

6) What is recruitment process outsourcing?

Answer : Usually they provide data relating to executives and top level personnel for which service they charge consultation fees also known as recruitment process outsourcing.

7) What is meant by 'Poaching'?

Answer : Organizations instead of training and developing their own employees hire employees of other competitive companies by paying them more both financial and non financial benefits. It is also called raiding.

8) Mr. Sai Easwaran - HR head of Airtel limited now he required marketing head vacancy in his company. Instead of giving advertisement he directly recruit marketing head of Jio limited Mr. Shyam Prakash by offering more salary. What kind of recruitment is this?

Answer : Poaching

9) A person who is already an employee of an organization can be deputed for a specific job for a specified period as a short term solution. What sources of recruitment is this?

Answer : Deputation, internal source

3 Marks

9 x 3 = 27

10) What is meant by job portals?

- Answer :** (i) A job portal is a website which helps in the recruitment process by bringing together both the employer and the job seeking candidate.
- (ii) The candidate will have to create his profile by uploading his resume which will be then viewed by the employer as and when there is any opening.
- (iii) It is a simplified process of job hunting.
- (iv) A job portal also known as a career portal is a modern name for an online job board that helps applicants find jobs and aids employers in their quest to locate ideal candidates.

11) State the steps in Recruitment process outsourcing.

Answer : Recruitment process includes the following steps:

- (i) Planning recruitment
- (ii) Determining vacancies
- (iii) Identifying the sources
- (iv) Drafting information for advertisement
- (v) Selecting the suitable mode of advertisement
- (vi) Facilitating selection process
- (vii) Evaluation and control

12) What is meant by unsolicited applicants?

- Answer :** (i) Unsolicited applicants group is a group of applicants who have applied without any advertisement or requirement from the company.
- (ii) These are the applications of job seekers who voluntarily apply for the vacancies not yet notified by the organisations.

13) Define the term Recruitment.

Answer : According to Edwin B. Flippo, "It is a process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organisation".

14) What are the features of internal source of recruitment?

Answer : Features of internal source of recruitment are

(i) Transfer

The simplest way by which an employee requirement can be filled is through transfer of employee from one department to another department where there is shortage of staff.

(ii) Upgrading

Performance appraisal helps in the process of moving employees from a lower position to a higher position.

(iii) Promotion

Based on seniority and merits of the employees they are given opportunity to move up in the organizational hierarchy.

(iv) Job rotation

One single employee managing to learn how to perform in more than one job on rotation

(v) Recommendation by existing Employees

A family member, relative or friend of an existing employee can be recruited and placed.

15) Give two points of differences between advertisement and unsolicited application.

Answer :

Advertisement	Unsolicited applicants
The employer gives advertisement in dailies, journals, magazine, etc	These are the applications of job seekers who voluntarily apply for vacancies not yet notified by the organisations.
Organization in search of employee	Employee in search of job in organization.

16) What are the methods of recent trend in recruitment?

Answer : The recent methods of recruiting by organisations include the following methods:

- (i) Outsourcing: There are outsourcing firms that help in the process of recruiting through screening of applications and finding the right person for the job for which job they are paid service charges.
- (ii) Poaching: Organisations instead of training and developing their own employees, hire employees of other competitive companies by paying them more both financial and non-financial benefits. It is called raiding.

17) What do you mean by outsourcing (or) How do outsourcing help the organisation.

Answer : There are outsourcing firms that help in the process of recruiting through screening of applications and finding the right person for the job for which job they are paid service charges.

18) State the steps in Recruitment process.

Answer : Recruitment process includes the following steps :

- i. Planning recruitment
- ii. Determining vacancies
- iii. Identifying the sources
- iv. Drafting information for advertisement
- v. Selecting the suitable mode of advertisement
- vi. Facilitating selection process
- vii. Evaluation and control.

5 Marks

6 x 5 = 30

19) Explain the Internal sources of Recruitment (any 5).

Answer : The following are the internal sources of Recruitment.

(i) Transfer - The simplest way by which an employee requirement can be filled is through transfer of employee from one department with surplus staff to that of another with deficit staff.

(ii) Upgrading - Performance appraisal helps in the process of moving employees from a lower position to a higher position.

(iii) Promotion - Based on seniority and merits of the employees they are given opportunity to move up in the organisational hierarchy.

(iv) Demotion - Movement of employee from a higher position to a lower position because of poor performance continuously to make him realise the significance of performance.

(v) Recommendation by existing Employees - A family member, relative or friend of an existing employee can be recruited and placed.

20) Explain the External sources of Recruitment (any 5). (or)
What are the various methods of recruitment? (any 5)

Answer : External Sources

Direct

(i) Advertisements - The employer can advertise in dailies, journals, magazines etc. about the vacancies in the organisation specifying the nature of work, nature of vacancy, qualification and experience required, salary offered, mode of applying and the time limit within which the candidate has to apply.

(ii) Walk-ins - Walk-in applicants with suitable qualification and requirement can be another source of requirement.

(iii) Campus Recruitment - The organisations visit the educational institutions to identify and recruit suitable candidates.

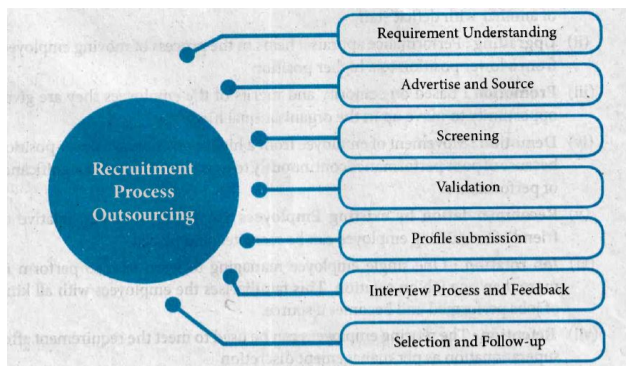
(iv) Recruitment at Factory gate - Usually casual or temporary unskilled employees are recruited by this way. They are recruited at factory gate and paid on hourly or daily basis.

(v) Rival firms - This is also called poaching where the efficient employees of rival companies are drawn to the organisations by higher pay and benefits. For example Salesmen, Chartered Accountants, Management professionals etc.

21) What is the Recent trends in Recruitment?

Answer : The recent methods of recruiting by organisations include the following methods :

(i) Outsourcing - There are outsourcing firms that help in the process of recruiting through screening of applications and finding the right person for the job for which job they are paid service charges



(ii) Poaching - Organisations instead of training and developing their own employees hire employees of other competitive companies by paying them more both financial and non financial benefits. It is also called raiding.

22) Explain the different methods of recruitment.

Answer : There are basically two ways by which an organisation can recruit its employees namely internal and external sources. External sources can further be classified into Direct and Indirect sources.

(i) Internal Sources: The following are the internal sources of recruitment.

- (a) Transfer
- (b) Upgrading
- (c) Promotion
- (d) Demotion
- (e) Recommendation by existing employees
- (f) Job rotation
- (g) Retention
- (h) Retired employees
- (i) Dependants
- (j) Previous applicants
- (k) Acquisitions and mergers

(ii) External Sources:

- (a) Direct: Advertisements, unsolicited applicants, walk ins, campus recruitment, Recruitment at factory gate, Rival firms, e-Recruitment.
- (b) Indirect Exmployee referral, Government / Public Employment Exchanges, Employment agencies, Employment consultancies, Professional Associations, Deputation, Word of mouth, Labour contractors, Job portals, Outsourcing, . Poaching

23) Elaborate on the factors affecting recruitment.

Answer : There are a number of factors that affect recruitment.

I. Internal factors:

- (a) Size of the Organisation: Large organization gets less recruitment problematic than the smaller organization.
- (b) Recruiting Policy

Some organizations are preferred through internal sourcing. Because own employees know the organization and they can well fit into it.

(c) Image of Job

Just as image of organization affects recruitment, due to better remuneration and working conditions, etc.

II. External factors:

(a) Demographic factors

It intimately related to human beings like age, sex, literacy, economic status, etc.

(b) Labour Market

Supply and demand of labour is of particular importance in affecting recruitment process.

(c) Labour laws

There are several labour laws and regulations passed by the central and State Government that govern different types of employment.

24) Differentiate Recruitment and Selection.

Answer :

S.No	Basis of comparison	Recruitment	Selection
1.	Meaning	Recruitment is an activity of searching candidates and encouraging them apply for it.	Selection refers to the process of selecting the suitable candidates and offering the job
2.	Approach	Recruitment is positive	Selection is negative
3.	Objectives	Inviting large number of candidates to apply for the vacant post	Picking up the most suitable candidates and eliminating the rest
4.	Sequence	First	Second
5.	Method	It is an economical method	It is an expensive method
7.	Process	Recruitment process is very simple	Selection process is very complex and complicated