



Q.1. Give short answers of the following:

(10x3=30)

1. Define Human Resource Management.
2. Define job rotation.
3. What is an orientation kit?
4. What is behavioral and situational interview?
5. Explain the term flextime.
6. What do the terms on the job Training & off-the-job training mean?
7. What is the difference between Job analysis and Job description?
8. Elaborate the term grievance.
9. What is a realistic job preview?
10. Differentiate between validity and reliability.

Q.2. Give brief answers of the followings.

(3x10=30)

1. Define career development. Who is responsible for developing the careers of employees? Elaborate the process of career development.
2. Discuss in brief various types of tests for recruitment.
3. What are the steps involved in recruitment and selection process? Discuss briefly.