JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA

PGDM / PGDM (M) / PGDM (SM)

FOURTH TRIMESTER (Batch 2016-18)

END TERM EXAMINATIONS, SEPTEMBER 2017

SET – 1

Course Name	Talent Acquisition	Course Code	HR 403
Max. Time	2 hours	Max. Marks	40 MM

INSTRUCTIONS: All questions are mandatory

1. What is Job Analysis? Give the various steps of the process of job analysis. How is the Job analysis framework useful in functioning of various HR processes? Explain with suitable examples. **(7 marks)**

2. What is the purpose of reference checking, explain in brief. How is it different from pre-employment background verification? What are the relevant information that could be collected from "medical examination" of a candidate? Do you think the information so collected can be used against a candidate, give reasons supporting your answer? **(7 marks)**

3. What is the main purpose of "tests" as a selection tool? List the big five core personality dimensions measured in a personality assessment tool? Do you feel that tests like graphology, polygraph and honesty testing valid and useful tools to test the candidates, support your answer with suitable reasons? **(7 marks)**

4. Briefly write about the application blank and its contents, specifically bringing out its usefulness. Bring out the main features of "weighted application blank". What are the demerits of such an application form? **(7 marks)**

5. Case Study   (12 marks)

Reetu has recently been transferred to her Organization's HR Department at a level senior enough for her to take immediate responsibility for the hiring of clerks for their branch office. Since Reetu had never taken any interviews before, she asked for advice from her colleague Anju, an experienced member of HR department. She wanted guidance on the sort of questions to be asked to obtain information from the candidates.

Anju made Reetu learn all the techniques of interviewing by making her sit with herself during her interviewing of candidates for recruitment. Reetu sat through the interviews and was very impressed by the way Anju went through it in a polished and efficient manner. Reetu however, did not know how to prepare properly to conducting the selection interviews but due to shortage in HR department staff shortages, she was asked to conduct five interviews in a day to recruit grade one clerks.

Reetu could not conduct the interviews with confidence and told Anju that she preferred to sit with her and get more exposure by training in the recruitment. Anju assured Reetu to help systematically during the next few days by letting her sit along with her, by arranging training on recruitment and also providing methodical short-term advice.

Questions: (assuming you are TA expert, answer the following)

a) What are the specific problems of Reetu? How would you describe the advantages and disadvantages of learning the technique of recruitment by example?

b) Briefly describe how you would train Reetu properly for the job of HR interviewer?

c) What short-term and long-term advice you would give so that Reetu can prepare to perform more effectively next week. Give a structured feedback