



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

MASTER OF BUSINESS ADMINISTRATION

TUTORIAL QUESTION BANK

Course Title	RECRUITMENT AND SELECTION				
Course Code	CMBB38				
Programme	MBA				
Semester	III				
Course Type	PROFESSIONAL ELECTIVE -III				
Regulation	IARE-R18				
Course Structure	Theory			Practical	
	Lectures	Tutorials	Credits	Laboratory	Credits
	4		4	-	-
Chief Coordinator	Dr. T SRINIVASA RAO, Professor, MBA Department				
Course Faculty	Dr. T SRINIVASA RAO, Professor, MBA Department				

COURSE OBJECTIVES:

The course should enable the students to:

I	Understand the Recruitment and Selection planning.
II	Describe the information about global Recruitment and Selection.
III	Analyze about relation and carrier of Recruitment.
IV	Demonstrate the Recruitment practices and their positive influence on the company's bottom line.
V	Develop the organization to stand in the competitive world.

COURSE OUTCOMES:

Students, who complete the course, will have demonstrated the ability to do the following:

CMBB38.01	Understand and gain knowledge in nature and scope of international human resource management, cultural and reality shock. Understanding of different tools used in forecasting and planning human resource needs
CMBB38.02	Examine the international human resource management models, concept, pool's adaptation of Harvard model, the brewster and bournois model and comparative employment policy.

CMBB38.03	Explain the significance of convergence theory, marxist theory, the cultural approach power distance (PDI), uncertainty avoidance (UAI), individuality (INV) and masculinity.
CMBB38.04	Use and explore the social environment and human resource practices, staffing: international recruitment, selection, training and hiring policies, employee recruitment, selection, and retention plans and processes.
CMBB38.05	This includes demonstrating the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting.
CMBB38.06	Research the advantages and disadvantages of induction processes for new incumbents in a role
CMBB38.07	Outline and discuss the current legal and ethical requirements of the recruitment and selection process and illustrate how these impacts on the process
CMBB38.08	Explain the development of global managers, concept, essential qualities of global literate leader, communication and interpersonal Relations,
CMBB38.09	Analyze the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and succession planning and managerial stimulation's.
CMBB38.10	Demonstrate appropriate implementation, monitoring and assessment procedures of training.

TUTORIAL QUESTION BANK

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
UNIT-I			
RECRUITMENT CHALLENGES			
PART-A (SHORT ANSWER QUESTIONS)			
1	What is Recruitment?	Remember	CMBB38.1
2	Explain the purpose and importance of Recruitment?	Analyze	CMBB38.1
3	Explain recruitment process?	Remember	CMBB38.1
4	What are the various external sources of Recruitment?	Remember	CMBB38.1
5	Explain the internal and external affecting of Recruitment?	Remember	CMBB38.1
6	What Should be the focus of Recruitment Policy of a Company?	Remember	CMBB38.1
7	What are the main components of a Recruitment Policy?	Remember	CMBB38.1.
8	What are the advantages of outsourcing the Recruitment Services?	Remember	CMBB38.2
9	What are the advantages of E-recruitment?	Analyze	CMBB38.2
10	What is Recruitment Management System?	Apply	CMBB38.3
11	Explain the process of Recruitment through Placement agents?	Remember	CMBB38.3
12	What are the elements of an effective Recruitment strategy?	Remember	CMBB38.2
13	Explain about the methods of selection	Understand	CMBB38.2
14	Write about the concept of international recruitment	Understand	CMBB38.3
15	Explain in detail about the staffing and selection process.	Remember	CMBB38.3
16	What challenges have you faced as a Recruiter?.	Understand	CMBB38.3
17	Write about four essential components for skills inventory management	Apply	CMBB38.3
18	What are the e-recruitment techniques?	Remember	CMBB38.3
19	How to Overcome Recruitment Challenges	Remember	CMBB38.3
PART-B (LONG ANSWER QUESTIONS)			
1	What Do You Mean By The Term Recruitment?	Remember	CMBB38.02
2	Differentiate Between Internal And External Sources of Recruitment?	Remember	CMBB38.02
3	What Are The Main Features Of An Effective Recruitment Strategy?	Remember	CMBB38.02
4	Explain the purpose and importance of recruitment.	Remember	CMBB38.02
5	What are the main components of a recruitment policy?	Understand	CMBB38.02

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
6	what qualities will you try to judge during the interview	Understand	CMBB38.01
7	Why human resource are important for economic development	Understand	CMBB38.01
8	What do you understand by "Equal Employment Opportunity"?	Analyze	CMBB38.01
9	What challenges have you faced as a recruiter and common internal methods of recruitment	Understand	CMBB38.01
10	What qualities would you look for in consultants before getting them on board for your recruitment activities?	Understand	CMBB38.01
11	What is recruitment management system and what are its features and benefits?	Remember	CMBB38.02
12	Explain the process of recruitment through placement agents.	Understand	CMBB38.02
13	What are the elements of an effective recruitment strategy	Understand	CMBB38.02
14	What challenges have you faced as a recruiter?	Remember	CMBB38.02
15	If you are required to recruit expats, what qualities will you try to judge during the interview?	Understand	CMBB38.02
16	What do you understand by "Equal Employment Opportunity"?	Understand	CMBB38.01
17	What are the main components of a recruitment policy?	Remember	CMBB38.01
18	What should be the focus of recruitment policy of a company?	Remember	CMBB38.01
19	What qualities would you look for in consultants before getting them on board for your recruitment activities?	Remember	CMBB38.01
20	What are the methods of selection in recruitment methods	Understand	CMBB38.01
PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)			
1	What should be considered in the recruitment and selection of candidates for the job?	Remember	CMBB38.01
2	What is recruitment and selection in management? What are the methods of initial selection?	Remember	CMBB38.02
3	What is recruitment and selection process in human resource management	Understand	CMBB38.01
4	What factors affect the selection of a recruitment method?	Remember	CMBB38.02
5	What is the relationship between recruitment and selection	Remember	CMBB38.01
6	What are the steps in the recruitment and selection process?	Understand	CMBB38.02
7	What is recruitment explain the sources of recruitment and explain selection process	Remember	CMBB38.01
8	How do you do recruitment through job portals and where do recruiters look for candidates?	Remember	CMBB38.02
9	How do recruiters find clients and Where do recruiters look for candidates	Understand	CMBB38.01
10	How do I get more candidates for recruitment and placement	Remember	CMBB38.02
UNIT-II			
INTERVIEWING AND JOB DESCRIPTION			
PART-A(SHORT ANSWER QUESTIONS)			
1	What is an interview	Understand	CMBB38.03
2	How do make the interview process more effective	Remember	CMBB38.03
3	How to structure the interview	Understand	CMBB38.03
4	How to conduct an interview	Understand	CMBB38.04
5	How to control the interview	Analyze	CMBB38.03
6	How to avoid the key questions traps	Remember	CMBB38.04
7	How to make the right decision	Understand	CMBB38.03
8	How to feel confident interview skills	Understand	CMBB38.04
9	Write about the computerized skill inventories.	Understand	CMBB38.03
10	Define the concept of selection.	Remember	CMBB38.03
11	Define recruitment. Explain source of recruitment.	Remember	CMBB38.03
12	Briefly explain the employee selection process with any real world example.	Understand	CMBB38.03
13	Discuss the various types of selection tests and interviews.	Remember	CMBB38.03

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
14	What are the prerequisites for conducting tests of selection.	Remember	CMBB38.04
15	What are the internal and external sources of recruitment? Also state their merits and demerits.	Understand	CMBB38.03
16	What do you mean by Selection Process?	Understand	CMBB38.04
17	Write a detailed note on the modern practices in recruitment.	Remember	CMBB38.03
18	Define selection from recruitment.	Remember	CMBB38.04
19	Briefly explain the methods of collecting data for job analysis.	Understand	CMBB38.03
20	What should I ask if interviewer asks for questions	Understand	CMBB38.03
PART-B (LONG ANSWER QUESTIONS)			
1	Describe who you are. or Tell me about your background.	Understand	CMBB38.03
2	What are your strong points in the job and your strengths?	Remember	CMBB38.04
3	What is the most difficult thing that you've ever accomplished or what is the most difficult thing you have ever done?	Understand	CMBB38.03
4	Can you describe your time management skills?	Understand	CMBB38.03
5	Explain the various stages involved in the selection of candidates for jobs in an organization.	Remember	CMBB38.03
6	Difference between recruitment, selection and also explain the process of selection	Remember	CMBB38.03
7	What are the types of training? Discuss its advantages and disadvantages.	Understand	CMBB38.03
8	Discuss the steps involved in recruitment process? How will you reconcile the internal and external sources of recruitment?	Understand	CMBB38.03
9	Briefly discuss the steps involved in conducting a training programme in a systematic way.	Understand	CMBB38.03
10	What's the job description?" Hearing what the client/employer expects you to do is important. ...	Remember	CMBB38.04
11	How long has the job been open?"	Remember	CMBB38.03
12	What is the reason for the open position in recruitment...	Remember	CMBB38.04
13	What is the interview process	Remember	CMBB38.03
14	What should I say in a recruitment interview	Understand	CMBB38.04
15	How do you prepare for a recruiter interview	Understand	CMBB38.03
16	What are the top 5 questions to ask an interviewer	Remember	CMBB38.04
17	What questions should I ask the recruiter before an interview	Remember	CMBB38.03
18	How do you impress a recruiter and recruitment and selection process	Understand	CMBB38.04
19	What to say and what not to say in an interview	Remember	CMBB38.03
20	What are good questions to ask at the end of an interview	Remember	CMBB38.04
PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)			
1	What questions should I ask the recruiter before an interview?	Understand	CMBB38.04
2	What do you expect from team members in this position?	Remember	CMBB38.03
3	What are the next steps in the interview process and job description	Remember	CMBB38.04
4	What are the six steps of the selection process and method of selection?	Understand	CMBB38.04
5	How can a job seeker prepare for questions that an interviewer might ask and How did you hear about this job	Remember	CMBB38.03
6	What are good questions to ask at the end of an interview and What are the 5 most common interview questions?	Understand	CMBB38.04
7	What are the top 20 interview questions and Why should we hire you best answer sample for fresher	Remember	CMBB38.04
8	What questions should you ask in an interview and Why do you want this job	Understand	CMBB38.03
9	How do you ask an interview format and Do you have any questions	Remember	CMBB38.04
10	Do you have any questions for me HR interview and Why do you want this job	Understand	CMBB38.03

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UNIT-III			
PRE- EMPLOYMENT TESTING			
PART-A (SHORT ANSWER QUESTIONS)			
1	What type of questions are asked in aptitude test?	Understand	CMBB38.5
2	What type of questions are asked in psychometric test?	Remember	CMBB38.5
3	What is an example of psychometrics?	Understand	CMBB38.5
4	What are psychometrics what methods can be used?	Understand	CMBB38.5
5	What is a recruitment assessment?	Analyze	CMBB38.5
6	What are the types of employment tests?	Remember	CMBB38.5
7	What is a skills test for employment?	Understand	CMBB38.5
8	What types of tests are most useful in the selection process?	Understand	CMBB38.5
9	What is employee testing and selection?	Understand	CMBB38.5
10	What is the relevance of psychometric and skills testing to recruitment?	Remember	CMBB38.5
11	What are mechanical aptitude tests?	Remember	CMBB38.5
12	What is the Bennett Mechanical Test?	Understand	CMBB38.5
13	What do personality tests measure	Remember	CMBB38.5
14	What are employers looking for ins personality test	Remember	CMBB38.5
15	What are some pre employment tests?	Understand	CMBB38.5
16	What is the most popular pre employment test given?	Remember	CMBB38.5
17	What kind of questions are on an assessment test?	Understand	CMBB38.5
18	Can you fail a pre employment physical?	Remember	CMBB38.5
19	How can you prepare for the different types of pre employment tests?	Remember	CMBB38.5
20	What is a pre employment skills assessment test?	Understand	CMBB38.8
PART-B (LONG ANSWER QUESTIONS)			
1	What is a pre employment proficiency test briefly	Understand	CMBB38.7
2	What does pre employment medical test include explain	Remember	CMBB38.7
3	What do they do at a pre employment physical test with screening	Understand	CMBB38.7
4	What kind of questions are asked in a reference check?	Understand	CMBB38.8
5	What should I do before medical examination	Analyze	CMBB38.8
6	How do employers check employment history	Remember	CMBB38.7
7	What is validity in recruitment and selection	Understand	CMBB38.7
8	What types of tests are most useful in the selection process?	Understand	CMBB38.8
9	What is an example of validity in research	Understand	CMBB38.8
10	What types of tests are most useful in the selection process	Remember	CMBB38.8
11	Why is it important to conduct pre employment background investigations	Remember	CMBB38.8
12	How do you answer pre screening questions	Understand	CMBB38.7
13	What is a background investigation for employment	Remember	CMBB38.7
14	Why should employers conduct background checks	Remember	CMBB38.8
15	What are the positive and negative features of background checks	Understand	CMBB38.8
16	What questions do recruiters ask references	Remember	CMBB38.8
17	What is reference checking in selection process	Understand	CMBB38.8
18	Who should conduct reference checks on job applicants	Remember	CMBB38.7
19	Does Reference Check mean job offer and How long do reference checks take	Remember	CMBB38.7
20	What do you say when someone calls for a reference?	Understand	CMBB38.8
21	Do employers check references if they aren't going to hire you?	Understand	CMBB38.8
PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)			
1	What do you say when someone calls for a reference	Understand	CMBB38.8
2	How do you write a reference for a friend	Understand	CMBB38.8
3	What are the tools used in the selection of employees	Understand	CMBB38.7
4	What are the selection methods and explain	Understand	CMBB38.7
5	How do you evaluate candidates for the interview	Understand	CMBB38.8

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
6	What is the selection tool and screening question	Understand	CMBB38.8
7	Do employers check references if they aren't going to hire you?	Understand	CMBB38.8
8	How do you knock out an interview	Understand	CMBB38.7
9	Why do you want this job and why should we hire you?	Understand	CMBB38.7
UNIT-IV			
ABILITY TESTS			
PART-A (SHORT ANSWER QUESTIONS)			
1	What type of questions are asked in aptitude test?	Understand	CMBB38.8
2	What type of questions are asked in psychometric test	Understand	CMBB38.8
3	What is an example of psychometrics	Understand	CMBB38.7
4	What are psychometrics what methods can be used	Understand	CMBB38.7
5	What is a recruitment assessment	Remember	CMBB38.8
6	What are the types of employment tests	Remember	CMBB38.7
7	What is a skills test for employment	Understand	CMBB38.7
8	What types of tests are most useful in the selection process	Understand	CMBB38.8
9	What is employee testing and selection	Understand	CMBB38.8
10	What is the relevance of psychometric and skills testing to recruitment	Understand	CMBB38.8
11	What are mechanical aptitude tests	Understand	CMBB38.8
12	What is the Bennett Mechanical Test	Remember	CMBB38.8
13	What do personality tests measure	Understand	CMBB38.7
14	What are employers looking for in personality test	Understand	CMBB38.7
15	What are the different types of pre employment tests	Understand	CMBB38.8
16	What is the most popular pre employment test given	Understand	CMBB38.7
17	How can you prepare for the different types of pre employment tests	Understand	CMBB38.7
18	What is a performance test for a job	Remember	CMBB38.8
19	Why is it important to test and select employees	Remember	CMBB38.8
20	What is employee testing and selection	Understand	CMBB38.8
PART-B (LONG ANSWER QUESTIONS)			
1	How will you evaluate the effectiveness of self-development program? If it is not effective, What steps will you take to make it effective?	Remember	CMBB38.8
2	What is necessary to make an employee move from one job to another within the organization?	Understand	CMBB38.7
3	Draw the process of performance evaluation.	Understand	CMBB38.7
4	Critically examine the need hierarchy theory of motivation	Understand	CMBB38.8
5	What is meant by promotion? Justify the need for employee promotion. Distinguish promotion from transfer.	Understand	CMBB38.7
6	What do you understand by performance evaluation? Explain the methods of performance evaluation?	Remember	CMBB38.7
7	How will you evaluate the effectiveness of an executive development programme If it is not effective, what steps will you take to make it effective?	Remember	CMBB38.7
8	What is the compensation plan? Discuss the factors that should be taken into consideration while formulating an effective compensation plan.	Understand	CMBB38.8
9	What do you mean by 360 degree appraisal? What are the relative merits and demerits degree appraisal?	Understand	CMBB38.8
10	What do you mean by performance appraisal? Discuss the need for performance appraisal.	Understand	CMBB38.8
11	Enumerate the different methods carried out for performance evaluation.	Understand	CMBB38.8
12	List out the problems of performance evaluation. How to overcome the performance evaluation problems?	Remember	CMBB38.7
13	What is employee testing and selection?	Remember	CMBB38.7
14	What do employment personality tests measure?	Understand	CMBB38.8

S.No	QUESTION	Blooms Taxonomy Level	Course Learning Outcome (CLOs)
15	What do tests measure and employee testing	Understand	CMBB38.7
16	What is achievement test example	Remember	CMBB38.7
17	What are the two basic types of personality tests	Remember	CMBB38.7
18	Do standardized tests accurately measure intelligence	Understand	CMBB38.8
19	Why standardized tests are ineffective in ability process	Remember	CMBB38.8
20	What are the most useful methods of substantive selection	Understand	CMBB38.8
PART-C (PROBLEM SOLVING AND CRITICAL THINKING QUESTIONS)			
1	What do achievement tests and aptitude tests try to measure		CMBB38.7
2	Why are standardized tests an unreliable measure of student performance	Understand	CMBB38.8
3	Why are performance simulation tests used more often today instead of written tests in the selection process?	Remember	CMBB38.7
4	Which is the difference between a conditional job offer and a permanent job offer?	Remember	CMBB38.7
5	Which is the difference between a conditional job offer and a permanent job offer?	Understand	CMBB38.7
6	What are the different types of pre employment tests?	Understand	CMBB38.8
7	What are the two main types of employment testing?	Remember	CMBB38.7
8	What is a pre employment skills assessment test?	Remember	CMBB38.7
9	Why are performance simulation tests used more often today instead of written tests in the selection process?	Understand	CMBB38.8
10	What is a basic skills test for employment and explain briefly	Remember	CMBB38.7
UNIT-V			
RECRUITMENT AND SELECTION PRACTICES ABROAD			
PART-A (CASE STUDY ANSWER QUESTIONS)			
1	A case study on Recruitment and selection in united states	Remember	CMBB38.9
2	Case studies in the international recruitment of nurses: Promising practices in recruitment among agencies in the uk, India,	Remember	CMBB38.9
3	A Critical Study on Recruitment and Selection With Reference to HR Consulting Firms	Understand	CMBB38.9
4	A comparative study of Recruitment & Selection, Training and Development policies in Indian MNCs and Foreign MNCs”	Understand	CMBB38.10
5	A case study on hiring employees in abroad/India	Remember	CMBB38.10
RECRUITMENT AND SELECTION PRACTICES ABROAD			
PART-B (LONG ANSWER QUESTIONS)			
1	What are some key factors to consider when recruiting in a global workplace	Remember	CMBB38.9
2	What should be the most important factors in choosing a selection method	Remember	CMBB38.9
3	What is international recruitment and process	Understand	CMBB38.9
4	What are the approaches to international staffing	Understand	CMBB38.9
5	What are the approaches of international business	Remember	CMBB38.9
6	What is the difference between international business and domestic business?	Remember	CMBB38.10
7	What are the benefits of international business in abroad	Remember	CMBB38.9
8	How important is it to be an international business in today's world?	Understand	CMBB38.10
9	What are the different facts of international business environment	Understand	CMBB38.10
10	What is the difference between international business and international trade	Remember	CMBB38.10

Prepared By:
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