Code: HR-211

#### Human Resource Management (HRM)

# PAST PAPERS: PUNJAB UNIVERSITY

# Short Questions

#### PAST PAPER 2015

1. What is scope of Human resource management?

The scope of HRM is very wide: **Personnel aspect**-This is concerned with manpower planning, recruitment, selection, placement, transfer, promotion, training and development, layoff and retrenchment, remuneration, incentives, productivity etc

2. Enlist various techniques/ approaches to perform job analysis

Observation method Individual interview method Group interview method Structured questionnaire method Technical conference method Diary method

- 3. Why employment opportunity equal is important for an organization The EEO principle helps employees to feel treated equally and fairly. This greatly promotes other factors in HRM, such as employee engagement, improved performance, customer satisfaction, etc.
- 4. Describe how safety and health programs can be administrated in organization

Identify the safety training needs

Set training goals

Have workplace safety learning activities

Identified speaker and trainer, venues and other resources

Conduct the safety training

5. Differentiate recruitment and selection

Recruitment is the process of finding candidates for the vacant position and encouraging them to apply for it. Selection means choosing the best candidate from the pool of applicants and offering them the job. Recruitment is a positive process aimed at attracting more and more job seekers to apply.

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National Institute of Standards and Technology (U.S.)

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