**Questions**

1. Recruitment is **positive** process.
2. The most important external factor governing recruitments is **Supply and demand.**
3. While recruiting for non - managerial, supervisory and middle-management positions the external factor that is of prime importance is **labour market.**
4. A major internal factor that can determine the success of the recruiting programme is whether or not the company engages in **Human Resource Planning.**
5. **Recruitments** refer to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.
6. There are 5 steps of recruitment process:
7. **Planning,**
8. **Strategic development,**
9. **Searching,**
10. **Screening,**
11. **Evaluation & Control**.
12. **Yield Ratios** express the relationship of applicant inputs to outputs at various decision points.
13. These are the internal recruitment.
14. **Present employee**
15. **Employees Referrals**
16. **Former Employees**
17. These are the external recruitment.
18. **Advertising**
19. **Personnel consultants**
20. **Educational institutions**
21. **Employment exchange**
22. **Jobbers & contractors**
23. **Leasing**
24. The term procurement of HR means **recruitment** and **selection.**
25. The external environment factors affecting recruitment are – **economy, social change,** & **labour market.**
26. Who said ''Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in organization'' – **Edwin B. Flippo**
27. The job characteristics approach was popularized by - **Hackamn & Oldham.**
28. Speed of Hiring is an advantage of **Internal Source of Recruitment.**
29. Selection is a process after **recruitment.**
30. Selection is **negative** process.
31. **Selection** can be defined as process of choosing the right person for the right job.
32. **Psycho motor test** is a selection test to judge the coordination between hands & eyes.
33. The poor quality of selection will mean extra cost on **training** and supervision.
34. The process of eliminating unsuitable candidates is called as **selection.**
35. Which of the following is used to measure the various characteristics of the candidate? **Psychological test**.
36. When the candidate is put to hardship during interview, it is called **stress interview.**
37. The process of selection of employees is usually influenced by **strategies and objectives.**
38. Identify the test that acts as an instrument to discover the inherent ability of a candidate **aptitude test.**
39. Selection Process: -
40. **Application form**
41. **Test &/or interview**
42. **Reference check**
43. **Physical Examination**
44. **Final selection**.
45. The process in which the candidates are shortlisted fulfilling the minimum requirement of the job is classified as **pre-employment screening.**
46. The type of testing used in employee selection include: -
47. **Personality test,**
48. **Ability test,**
49. **Integrity test,**
50. **Aptitude test,**
51. **Psycho-motor test.**
52. **Training** consists of planned programs undertaken to improve employee knowledge, attitudes, skill and social behavior.
53. **Simulation** is a method of training wherein trainees are trained in an environment that closely resembles actual work place.
54. **Performance appraisal** is a systematic description of employee’s job relevant strengths and weaknesses.