**HUMAN RESOURCE MANAGEMENT**

**TWO MARKS WITH ANSWER KEY**

**UNIT 1:**

**1. Define Human Resource Management.**

According to Pulapa Subba Rao define, human resource management (HRM) is a managing (planning, organizing, directing & controlling) the functions of employing, developing, compensating the utilizing human resources, resulting in the creation and development of human and industrial relations which would shape the future policies and practices of human resource management, with a view to contribute proportionately to the organizational, individual and social goals.

**2. Mention the objectives of HRM.**

Personal Objectives: To be ethically & socially responsible to the needs & challenges of the society while minimizing the negative impact of such demand upon the organization.

Organizational Objectives: To recognize the role of HRM in bringing about organizational effectiveness.

Functional Objectives: To maintain the department‟s contribution at a level appropriate to the organization‟s needs.

Personal Objectives: To assist employees in achieving their personal goals, at least insofar as these goals enhance the individual‟s contribution to the organization.

**3. What is the role of HR manager?**

The Conscience Role⊗ The Counselor⊗ The Mediator⊗ The Spokesman⊗ The Problem-solver⊗ The Change Agent⊗

**4. Define HR policies.**

According to Brewster and Richbell defined HRM policies as, “a set of proposals and actions that act as a reference point for managers in their dealings with employees. HR policies constitute guides to action. They furnish the general standards or bases on which decisions are reached. Their genesis lies in an organization‟s values, philosophy, concepts and principles”.

**5. Define HRIS.**

An HRIS may be defined as the system used to acquire, store, manipulate, analyze, retrieve, and distribute pertinent information regarding and organization‟s human resource.

**6. Write the application of HRIS.**

Personnel administration⊗ Salary administration⊗ Skill inventory⊗ Performance appraisal⊗

**7. What do you mean by HR Audit?**

It is the analysis and evaluation of personnel policies, procedures, and practices to determine the effectiveness of human resource management in an organization.

**8. Write the advantages of HRIS.**

Reduced cost⊗ Higher speed of data processing⊗ Higher accuracy of information⊗ Improved quality of reports.⊗

**9. What do you mean by HR Accounting?**

Human Resource Accounting may also be defined as the measurement and reporting of the cost and value of people as organizational resources. It involves accounting for investment in people and their replacement costs, as well as accounting for the economic values of people to an organization.

**10. Write the objectives of HRIS.**

To acquire, store, manipulate, analyze, retrieve, and distributes the information of human resources.⊗ To facilitate HR decision-making in the following areas:⊗ o Man-power planning o Recruitment & selection o Employment, including promotion, transfer, etc. o Education & training To provide relevant information on employees to government agencies as part of the legal requirements.⊗

**UNIT – 2:**

**1. Define Human Resource Planning.**

According to Leon C. Megginson defines HRP is “an integrated approach to performing the planning aspects of the personnel function in order to have a sufficient supply of adequately developed and motivated people to perform the duties and tasks required to meet organizational objectives and satisfy the individual needs and goals of organizational members.”

**2. What do you mean by HR forecasting?**

Human resource forecasting is the process by which an organization estimates it future human resource needs.

HR Forecasting = Forecasting HR Demands + Forecasting HR supplies⊗

**3. List some methods of forecasting.**

Delphi technique⊗ Work study technique⊗ Ratio-trend analysis⊗ Managerial judgment method⊗

**4. Write the objectives of HR planning**

To recruit & retain the human resources of required quantity and quality.

To foresee the employee turnover and make the arrangements for minimizing turnover and filling up of consequent vacancies.

To foresee the impact of technology on work, existing employees & future human resource requirements. .

**5. Define recruitment**.

According to Edwin B. Flippo defined recruitment as “the process of searching for prospective employees and stimulating them to apply for jobs in the organization”

**6. What is called selection?**

According to P Subba Rao defines, after identifying the sources of human resources, searching for prospective employees and stimulating them to apply for jobs in an organization, the management has to perform the function of selecting the right employees at the right time. The obvious guiding policy in selection is the intention to choose the best qualified and suitable job candidate for each unfilled job.

**7. List down various tests which are conducted during the selection process.** Psychological tests⊗ Aptitude tests⊗ Achievement tests⊗ Situational tests⊗

**8. What do you mean by induction/ orientation?**

Introducing the new employee who is designated as a probationer to the job, job location, surroundings, organization, organizational surroundings and various employees is the final step of employment process.

**9. Write the objectives of medical examination?**

To identify whether the candidate is physically fit to do the job.⊗ It aims to prevent injury or damage to the health of the employees by placing them in proper job situations.⊗

**10. What do you mean by Interview?**

An interview is a conversation or verbal interaction, normally between two people, for a particular purpose.

**9. Write some socialization benefits.**

It helps the new employee to understand their superiors.⊗ It reduced employee dissatisfaction and reduces the proneness of grievances.⊗ It develops a sense of belongingness and commitment.⊗

**10. Mention the sources of forecasting.**

Job posting⊗ Succession planning⊗ Occupational market⊗ Local labour market⊗

**11. List the various sources of recruitment.**

Employee referrals⊗ Head hunting⊗ Campus recruitment⊗ Outsourcing⊗

**12. What is meant by employee referrals?**

This is a word of mouth technique in which present employees refer candidates from outside the organization.

**13. What is meant by head hunting?**

Top professional people are hunted through specialized agencies. The persons are approached personally with an offer to fill a vacancy.