

FROM : A.K.BANIK: UMESCHANDRA COLLEGE

SUGGESTED NOTES ON MARKETING MANAGEMENT AND HUMAN RESOURCE MANAGEMENT PAPER:  
YEAR: 1 SEMESTER II---2020

MODULE II: HUMAN RESOURCE MANAGEMENT -UNIT : 5 : JOB EVALUATION AND PERFORMANCE  
APPRAISAL:

ANSWER THE FOLLWING MULTIPLE CHOICE QUESTIONS:

1. Job analysis involves :
  - (a) Examining the jobs to identify the key requirements
  - (b) It helps to start the recruitment process
  - (c) Find out the duties and the responsibilities of employees
  - (d) All of the above
2. A -----is a written record of the duties, responsibilities and conditions of the job.
  - (a) Job ranking
  - (b) Job enrichment
  - (c) Job description
  - (d) Job enlargement
3. Which factor is not considered during job evaluation?
  - (a) Requisite knowledge and skills
  - (b) Specific training need or qualifications
  - (c) Family background of an employee
  - (d) Accountability and responsibility
4. Job description does not include:
  - (a) Name of the employees
  - (b) Job Title
  - (c) Job Location
  - (d) Duties
5. The following is not a job evaluation method.
  - (a) Factor comparison method
  - (b) Point method
  - (c) Ranking method
  - (d) Assessment method
6. The general purpose of job classification method is to:
  - (a) Create pay grade for comparable jobs
  - (b) Maintain pay grades for comparable jobs
  - (c) Both (a) and (b) are correct
  - (d) Neither (a) nor (b) is correct

7. Job analysis can be carried out by:
  - (a) Direct observation of the employees performing the work
  - (b) Finding out information from interviewing the job holders
  - (c) Referring to the documents like training manuals
  - (d) All the options
8. Performance development plan is set for the employee by his:
  - (a) Employer
  - (b) Departmental head
  - (c) Immediate boss
  - (d) None of the above
9. The basic managerial skill(s) is (are):
  - (a) To supervise
  - (b) To stimulate
  - (c) To motivate
  - (d) All the options
10. Job analysis data does not include:
  - (a) Operator oriented activities
  - (b) Machines, tools, equipment
  - (c) Disciplinary action
  - (d) Work performance

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ANSEWR:

1. (d)
2. (c)
3. (c)
4. (a)
5. (d)
6. (c)
7. (d)
8. (c)
9. (d)
10. (c)