

Staffing

Question 1.

Recruitment is a _____

- (a) Day-to-day Process
- (b) Negative Process
- (c) Positive process
- (d) None of the above

▼ [Answer](#)

Answer: (c) Positive process

Question 2.

Main aim of Recruitment is _____

- (a) To attract more and more candidates
- (b) To attract fewer candidates
- (c) To call selected candidates
- (d) None of the above

▼ [Answer](#)

Answer: (a) To attract more and more candidates

Question 3.

Which test is helpful in assessing the individual's capacity for learning new skills?

- (a) Trade Test
- (b) Aptitude Test
- (c) Personality Test
- (d) Intelligence Test

▼ [Answer](#)

Answer: (b) Aptitude Test

Question 4.

Under which method of training, employees are shifted from one job position to another:

- (a) Promotion
- (b) Transfer
- (c) Training
- (d) Job Rotation

▼ [Answer](#)

Answer: (d) Job Rotation



Question 5.

Selection is the process of _____

- (a) Inviting Applications
- (b) Identifying different sources of recruitment
- (c) Identifying and choosing the best candidate
- (d) None of the above

▼ [Answer](#)

Answer: (c) Identifying and choosing the best candidate

Question 6.

Which method of training is concerned with familiarizing the new employee with the organization?

- (a) Induction training
- (b) Apprenticeship training
- (c) Coaching
- (d) Job rotation

▼ [Answer](#)

Answer: (a) Induction training

Question 7.

The main purpose of Selection is _____

- (a) To Select board members
- (b) To Select Recruiters
- (c) To attract more candidates
- (d) To Select most suitable candidate

▼ [Answer](#)

Answer: (d) To Select the most suitable candidate

Question 8.

Lectures and Conferences are method of _____

- (a) Training
- (b) Development
- (c) Recruitment
- (d) Selection

▼ [Answer](#)

Answer: (a) Training

Question 9.

Staffing is very important function these days because of _____

- (a) Advancement of technology

- (b) Increasing size of organisation
- (c) Complicated behaviour of human beings
- (d) All of the above

▼ [Answer](#)

Answer: (d) All of the above

Question 10.

Recruitment is the process of _____

- (a) Promotion of employees
- (b) Training to employees
- (c) Performance Appraisal
- (d) Searching for prospective employees

▼ [Answer](#)

Answer: (d) Searching for prospective employees

Question 11.

Staffing is _____ function

- (a) Top Level Function
- (b) Planning
- (c) Budget
- (d) Managerial Function

▼ [Answer](#)

Answer: (d) Managerial Function

Question 12.

Which of the following is not concerned with staffing?

- (a) Recruitment
- (b) Training
- (c) Publicity
- (d) Selection

▼ [Answer](#)

Answer: (c) Publicity

Question 13.

Staffing function begins with _____

- (a) Selection
- (b) Estimating manpower requirements
- (c) Training
- (d) Promotion

▼ [Answer](#)

Answer: (b) Estimating manpower requirements

Question 14.

Face to face conversation between employer and applicant is known as:

- (a) Selection
- (b) Orientation
- (c) Interview
- (d) Campus recruitment

▼ [Answer](#)

Answer: (c) Interview

Question 15.

Training is a process by which _____ of employees is increased.

- (a) Knowledge
- (b) Aptitudes
- (c) Skills and abilities
- (d) All of the above

▼ [Answer](#)

Answer: (d) All of the above

Question 16.

Training of employees is a _____

- (a) Short Term Process
- (b) Day to Day Process
- (c) Long Term Process
- (d) Ongoing Process

▼ [Answer](#)

Answer: (a) Short Term Process

Question 17.

Estimating Manpower Requirements include _____

- (a) Selection Expenses
- (b) Financial Expenses
- (c) Training Expenses
- (d) Number and types of persons required

▼ [Answer](#)

Answer: (d) Number and types of persons required



Question 18.

HRM is much broader concept than _____

- (a) Staffing
- (b) Organising
- (c) Planning
- (d) Controlling

▼ [Answer](#)

Answer: (a) Staffing

Question 19.

Selection is done after the _____

- (a) Placement
- (b) Recruitment
- (c) Training
- (d) Performance Appraisal

▼ [Answer](#)

Answer: (b) Recruitment

Question 20.

Selection is a _____

- (a) Day-to-day Process
- (b) Negative Process
- (c) Positive Process
- (d) None of the above

▼ [Answer](#)

Answer: (b) Negative Process

Question 21.

Staffing function of management is concerned with _____

- (a) Organising
- (b) Right Man on Right Job
- (c) Planning
- (d) None of the above

▼ [Answer](#)

Answer: (b) Right Man on Right Job

Question 22.

Estimating Manpower Requirement is a _____

- (a) Job of Supervisor
- (b) Job of Directors



- (c) Workload analysis
- (d) Budgetary Technique

▼ [Answer](#)

Answer: (c) Workload analysis

Question 23.

Expand HRM _____

- (a) Human Responsibility Management
- (b) Human Resource Maintenance
- (c) Human Resource Management
- (d) None of the above

▼ [Answer](#)

Answer: (c) Human Resource Management

