Assignment 1

The assignment is worth 10 marks. The maximum word limit is 250 words. You can submit your assignment in Word, PDF or RTF format.

Due on 02-12, 23:59 IST.

1. Personal management focuses on:
   a. Requirements of employers in the light of business needs
   b. Needs of employees in their own right

   1 point

2. A person in an organization who takes files from one department to another is an example of:
   a. A staff employee
   b. A line employee
   c. A manager

   1 point

3. Preservation and enhancement of the competence of employees in their jobs is part of:
   a. The staffing function of the HRM system
   b. The retention function of the HRM system
   c. The development function of the HRM system
   d. The adjustment function of the HRM system
   e. The employee management function of the HRM system

   1 point

4. The process of being able to connect to one's office via the Internet from any location where one is unable to physically go to the office is termed as:
   a. Restructuring
   b. Re-engineering
   c. Offshoring
   d. Telecommuting

   1 point

5. Breaking down work into complete, repetitive tasks that maximize efficiency is termed as:
   a. Job designing
   b. Work simplification
   c. Job enlargement
   d. Job enrichment

   1 point

6. The basic standards a job applicant must have achieved to be considered for the job are known as:
   a. Minimum qualifications
   b. Job specifications
   c. Job criteria and responsibilities
   d. Work specialization

   1 point

7. With reference to screening and selection methods, handwriting analysis comes under the ambit of:
   a. Test of integrity
   b. Measure of personality
   c. Personal history data
   d. Controversial selection technique

   1 point