1. Define Human resource management  
Ans: Human resources management (HRM) is a management function concerned with hiring, motivating and maintaining people in an organization. It focuses on people in organizations. Human resource management is designing management systems to ensure that human talent is used effectively and efficiently to accomplish organizational goals.

2. Define personnel management  
Ans: Personnel management can be defined as obtaining, using and maintaining a satisfied workforce. It is a significant part of management concerned with employees at work and with their relationship within the organization. According to Edwin Flippo: It is concerned with procurement, development, integration, compensation and maintenance of personnel of organization for the purpose of contributing towards the accomplishments of the organizational objectives.

3. List out the functions of HRM  

4. Mention the objectives of HRM  
Ans: Societal Objectives: seek to ensure that the organization becomes socially responsible to the needs and challenges of the society while minimizing the negative impact of such demands upon the organization. Organizational Objectives: it recognizes the role of HRM in bringing about organizational effectiveness. It makes sure that HRM is not a standalone department, but rather a means to assist the organization with its primary objectives.

5. What is the role of HR manager?  
Ans: 1. Strategic Partner Role—Turning strategy into results by building organizations that creates value; 2. Change Agent Role—making change happen, and in particular, help it happen fast 3. Employees Champion Role—managing the talent or the intellectual capital within a firm 4. Administrative Role—trying to get things to happen better, faster and cheaper.

6. Write the types of Human resource policies  
Ans: Functional vs centralized policy – Functional – Different categories of personnel – Centralized – Common throughout the organization Minor vs. Major – Minor – Relationship in a segment of an organization, with considerable emphasis on details and procedures. – Major – Overall objectives, procedures and control which affect an organization as whole.

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8. What do you mean by HR audit?
Ans: A human resource audit is a comprehensive method (or means) to review current human resources policies, procedures, documentation and systems to identify needs for improvement and enhancement of the HR function as well as to assess compliance with ever-changing rules and regulations.

9. Write the advantages of HRIS
   Ans: Higher speed of retrieval of information • Reduction in duplication • Ease in classifying and reclassifying • Effective decision making • Higher accuracy of information • Fast response of queries • Improve quality of people • Better work culture • Systematic procedures • Transparency

10. What do you mean by HR accounting?
    Ans: Accounting for people as an organizational resource. It involves measuring the costs incurred by business firms and other organizations to recruit, select, hire, train and develop human assets. It involves measuring the economic value of people to the organization.

11. Write the objectives of HRIS
    Ans: Enable the organization to carry out the main objectives • Awareness of items in policies and to secure the cooperation • Sense of unity with the enterprise • Provide competent, adequate and trained personnel for all levels and types of management • To protect the common interest of all parties • Recognize the role trade unions in the organization.

12. Mention the scope of HRM
    Ans: American Society for Training and Development (ASTD) conducted fairly an exhaustive study in this field and identified nine broad areas of activities of HRM. These are given below:
    Human Resource Planning Design of the Organization and Job Selection and Staffing Training and Development Organizational Development Compensation and Benefits Employee Assistance Union/Labour Relations Personnel Research and Information System

13. Mention the various types of human resource audit
    Ans: Monetary Measurement • Capitalization of Historical Cost • Replacement Cost Method • Opportunity Cost method • Economic Value Method • Present Value Method

14. What is human factor?
    Ans: In industry, human factors (also known as ergonomics) are the study of how humans behave physically and psychologically in relation to particular environments, products, or services.

15. Outline the Challenges of human resource management
    Ans: Managing the Vision Internal Environment Changing Industrial Relations Building Organizational Capability Job Design and Organization Structure

16. What are features of sound HR policies?
    Ans: Definite, positive, clear and easy to understand Written Reasonable stable Supplementary to all other policies of the organization and the public policy

17. What are the benefits of HRIS?
    Ans: Higher speed of retrieval of information Reduction in duplication Ease in classifying and reclassifying Effective decision making Higher accuracy of information

18. List the process of HR accounting?
Ans: Developing skill inventory Performance Appraisal Assessing the individual capacity for development Attitude survey Subjective Appraisal

19. List the nature of HRM
   Ans: 1. HRM Involves the Application of Management Functions and Principles. 2. Decision Relating to Employees must be integrated 3. Decisions Made Influence the Effectiveness of an Organization 4. HRM Functions are not confined to Business Establishments Only

20. What are the computer applications in HRM?
   Ans: There are some details of employees stores in database by using the computer applications listed below: 1. Personnel Administration 2. Salary Administration 3. Leave / absence recording 4. Skill Inventory 5. Medical History

21. What are the external sources of recruitment?
   Ans: An external source of recruitment is the process in which the candidates are encouraged to apply from the outside of organization. It is done through newspaper advertisement, Employment exchanges, walk-ins and etc.,

22. What is affirmative action?
   Ans: It is a program or policy of a company that aims to eliminate discrimination by providing equal opportunities and improving his /her profession. (Education) Affirmative action refers to policies that take factors including "race, colour, religion, sex, or national origin" into consideration in order to benefit an underrepresented group, usually as a means to counter the effects of a history of discrimination.

23. Define Human resource planning
   Ans: According to Beach, ―HRP is a process of determining and assuming that the organization will have an adequate number of qualified persons, available at proper times, performing jobs which meet the needs of the enterprise and which provides satisfaction for the individuals involved.

24. What do you mean by HR forecasting?
   Ans: Demand forecasting is the process of estimating the future quantity and quality of people required to meet the future needs of the organization. Annual budget and long-term corporate plan when translated into activity into activity form the basis for HR forecast.

25. List some methods of forecasting
   Ans: Techniques like managerial judgment, ratio- trend analysis, regression analysis, work study techniques, Delphi techniques are some of the major methods used by the organization for demand forecasting.

26. Write the objectives of HR planning
   Ans: 1. to ensure optimum utilization of human resources currently available in the organization. 2. To assess or forecast the future skill requirement of the Organization 3. To provide control measures to ensure that necessary resources are available as and when required.

27. Why human resource planning is important?

28. Define recruitment
Ans: In the words of Dale Yoder, ― Recruiting is a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.

29. What is called selection?
   Ans: According to Dale Yoder, ―Selection is the process in which candidates for employment are divided into two classes—those who are to be offered employment and those who are not.

30. List down the various test which are conducted during the selection process

31. What do you mean by induction or orientation?
   Ans: Induction – the process of familiarisation with the organisation and settling into the job. It is easy to forget that the selection process is only the beginning of the employment relationship, and the future of that relationship depends to a considerable extent on how the new employee is settled into the job. Most labour turnover is among new employees, and work efficiency is reached only after a period of learning and adjusting to the new environment.

32. What is medical examination?
   Ans: After the selection decision and before the job offer is made, the candidate is required to undergo physical fitness test. Candidates are sent for physical examination either to the company’s physician or to a medical officer approved for the purpose. Such physical examination provides the following information.

33. Write the objectives of medical examination
   Ans: 1. Whether the candidate’s physical measurements are in accordance with job requirements or not? Whether the candidate suffers from bad health which should be corrected? 2. Whether the candidate has health problems or psychological attitudes likely to interfere with work efficiency or future attendance? 3. Whether the candidate is physically fit for the specific job or not?

34. What do you mean by Interview?
   Ans: An interview is a procedure designed to get information from a person and to assess his potential for the job he is being considered on the basis of oral responses by the applicant to oral inquiries by the interviewer.

35. Write some socialization benefits

36. List the various sources of recruitment

37. What is meant by employee referrals?
   Ans: Employee referral is an internal recruitment method employed by organizations to identify potential candidate from their existing employee social networks. An employee referrals scheme encourages a company’s existing employee to select and recruit the suitable candidates from the social networks.

38. Define job analysis
Ans: Job analysis helps in finding out the abilities or skills required to do the jobs effectively. A detailed study of jobs is usually made to identify the qualifications and experience required for them. Job analysis includes two things: Job description and job specification.

39. What is the need for human resource planning?

Ans: HR Programming: Once an organization’s personnel demand and supply are forecasted the demand and supply need to be balanced in order that the vacancies can be filled by the right employees at the right time. HR Plan Implementation: HR implementation requires converting an HR plan into action. A series of action are initiated as a part of HR plan implementation. Programmes such as recruitment, selection and placement, training and development, retraining and redeployment, retention plan, succession plan etc when clubbed together form the implementation part of the HR plan.