

**SVKM's NMIMS University
School of Distance Learning**

Human Resource Planning

Marks: 100

**Date: 18.12.2007
Time: 3.00 to 6.00**

Question No. 10 is compulsory, attempt any 5 questions out the remaining 9 (All optional questions carry equal marks).

- Q.1. There are four distinct phases in HRP Process. If you were the HR Manager of your organization, what steps would you undertake the HRP. Please state with the use of examples. (15 marks)
- Q. 2. a). Why is a job analysis undertaken and what is its outcome? (5 marks)
- Q. 2. b). Lists the steps in Job Analysis. Based on your organizations structure, which jobs would you analyse and why? (10 marks)
- Q. 3. a) What is the difference between - Job Analysis, Job Description and Job Specification? (7 marks)
- Q. 3. b) Lists the different methods for collecting information for job analysis. State the advantages and disadvantages of any of the method with examples. (8 marks)
- Q. 4. Write a Job Description for: (Any 3 of the following) (15 marks)
- a. Senior Manager, Organizational Effectiveness
 - b. Executive Assistant to Managing Director
 - c. Product Manager, Marketing
 - d. Manager, Rewards and Recognition
 - e. Manager, Strategy and Business Development
- Q 5. a) Lists the steps in Recruitment and Selection process with the help of 2 Examples (10 Marks)
- b) Lists the common mistakes made during hiring and how will you correct them? (5 marks)
- Q. 6. a. What role does HR play in Performance Management? (5 marks)
- b. State the various errors in Performance Appraisal (10 marks)
- Q. 7. Define Competencies. Describe the Ice berg model. What are the benefits of competency modeling. (15 marks)
- Q. 8. With the help of a diagram, elaborate on the Competency Model for HR Professionals. (15 marks)

Q. 9. What do you understand by HRD Audit ? How would you conduct an HRD audit for your organization. Please state with examples. (15 marks)

Q. 10. Write short notes on (any 3 of the following) (25 marks)

- a. Performance Management
- b. HRD Audit
- c. Competency Modeling
- d. Assessment Centre
- e. Potential Appraisal
- f. Writing a Job Description
- g. Need and Effectiveness of HRIS