

VIRTUAL UNIVERSITY OF PAKISTAN

A Good Education is a Foundation For a Better Future
CORRECT ANSWER SOLVED BY HADI
EMAIL: hadirajputofficial@gmail.com
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TEAM HADI(VU LAHORE)

MID TERM PAST PAPER

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WARNING: Team HADI is not responsible for any mistake or wrong answer. All students reading and using this document may check and confirm the answers at their own.



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Best of luck!



Question No : 1 of 27

Marks: 1 (Budgeted Time 1 Min)

Job analysis is performed to define:

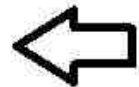
Answer (Please select your correct option)

☐ Organizational rules & policies

☐ Job description & job duties

☒ Job description & job specification

☐ Job specification & job position



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Question No : 2 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following term describes the unique combination of psychological traits that describes a person's behaviors?

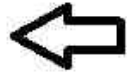
Answer (Please select your correct option)

☐ Perception

☒ Personality

☐ Attitude

☐ Ability



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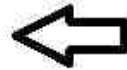
Question No : 3 of 27

Marks: 1 (Budgeted Time 1 Min)

According to the 'Hawthorne Studies' productivity of employees:

Answer (Please select your correct option)

☐ Increased by increasing light intensity



☐ Decreased by decreasing light intensity

☐ Increased by observing them

☐ None of the given options

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Question No : 4 of 27

Marks: 1 (Budgeted Time 1 Min)

According to which act, pay discrimination on the basis of gender for same position & performance is prohibited?

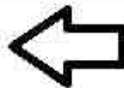
Answer (Please select your correct option)

☐ Civil rights

☒ Equal pay

☐ Worker compensation

☐ Age discrimination



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Question No : 5 of 27

Marks: 1 (Budgeted Time 1 Min)

_____ is an attribute of work teams which results in a level of performance that is greater than the sum of the individual inputs.

Answer (Please select your correct option)

☐ Synergy



☐ Enthusiasm

☐ Energy

☐ Initiative

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Question No : 6 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following is a forecasting method in which requirement is estimated at department level and the information is gradually transmitted to upper level to make future hiring of employees?

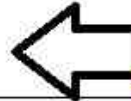
Answer (Please select your correct option)

☐ Top-down approach

☐ Bottom-up approach

☐ Zero-based approach

☐ Employee-based approach



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Question No : 7 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following term is referred when everyone scoring a test obtains the same results?

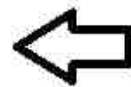
Answer (Please select your correct option)

☐ Impartiality

☐ Neutrality

☐ Objectivity

☐ Subjectivity



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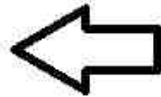
Question No : 8 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following represents relatively a permanent change in behavior of employees?

Answer (Please select your correct option)

☐ Learning



☐ Training

☐ Development

☐ Need analysis

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Question No : 9 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following phase includes the content development of training program?

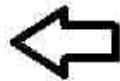
Answer (Please select your correct option)

☐ Training evaluation

☐ Training design

☐ Training need analysis

☒ Defining training objectives



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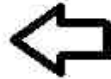
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The role of human resource manager has changed from reactor and screener to:

Answer (Please select your correct option)

☐ Change agent and strategic partner



page handouts
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☐ Generalist and controller

☐ Controller and organizer

☐ Proctor and analyzer

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Question No : 11 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following is the initial source of screening for a person involved in recruitment for the post of Accounting Clerk?

Answer (Please select your correct option)

☒ Resume or application blank



☐ Evaluation of character

☐ Structured interview

☐ Reference checks

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Question No : 12 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following function involves activities like goal setting, policy making & strategy formulation?

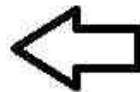
Answer (Please select your correct option)

☐ Controlling

☒ Planning

☐ Organizing

☐ Leading



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Question No : 13 of 27

Marks: 1 (Budgeted Time 1 Min)

"Effectiveness" is represented by:

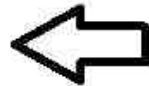
Answer (Please select your correct option)

☐ Doing things before time

☒ Doing right things at right time

☐ Doing things in minimum time

☐ Doing things with minimum resources



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Question No : 14 of 27

Marks: 1 (Budgeted Time 1 Min)

A company is hiring new entrants as well as some experienced people for its upcoming project, therefore, it is said to be:

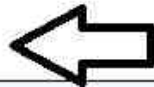
Answer (Please select your correct option)

☐ Advancing in technology

☐ Globalizing its operations

☐ Responding to frequent changes

☒ Enhancing workforce diversity



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Question No : 15 of 27

Marks: 1 (Budgeted Time 1 Min)

'Jamal enterprises' is a small company having 30 employees only, to facilitate this number of employees, organization hired 2 people to perform all necessary HR functions for the organization. In such a case these HR personnel are considered as:

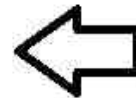
Answer (Please select your correct option)

☐ HR department

☐ HR executives

☐ HR generalists

☐ HR specialists



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Question No : 16 of 27

Marks: 1 (Budgeted Time 1 Min)

All of the following duties are performed by the line authority EXCEPT:

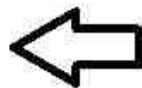
Answer (Please select your correct option)

☐ Drafting performance standards

☐ Interpreting policies and procedures

☒ Defining employees responsibilities

☐ Assisting employee recruitment process



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Question No : 17 of 27

Marks: 1 (Budgeted Time 1 Min)

Maria is hired by NJI Insurance Company to find out why so many new employees were leaving within their first six months. Maria is said to be a:

Answer (Please select your correct option)

☐ HR Executive

☐ HR Generalist

☐ HR Specialist

☒ HR Consultant



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Question No : 18 of 27

Marks: 1 (Budgeted Time 1 Min)

The quota system within the Government Sector of Pakistan is a best example of:

Answer (Please select your correct option)

☐ Equal employment opportunity

☐ HR planning

☐ Litigation process

☒ Affirmative action



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Question No : 19 of 27

Marks: 1 (Budgeted Time 1 Min)

Which statement accurately describes the role of job analysis within organizations?

Answer (Please select your correct option)

- ☐ Job analysis is performed by senior human resource professionals
- ☐ Job analysis affects most human resource management activities
- ☐ Job analysis is used to assist only training and development program
- ☐ Job analysis is developed from the human resource inventory

I THINK

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Question No : 20 of 27

Marks: 1 (Budgeted Time 1 Min)



Which one of the following terms is used to demonstrate typing speed in excess of 100 to 120 words per minute, required for the vacancy of clerk?

Answer (Please select your correct option)

☐ Job description

☐ Job specification

☐ Skills inventory

☐ Performance appraisal

not sure

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Question No : 21 of 27

Marks: 1 (Budgeted Time 1 Min)

Friendships can over emphasize the job performance competence while recruitment through:

Answer (Please select your correct option)

☐ Employee referral

☐ Employment agency

☐ Head hunter

☐ Recruiting professional

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Question No : 22 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following statement represents the process of orientation within the organization?

Answer (Please select your correct option)

- ☐ Board of governors, sharing the disciplinary actions
- ☐ Human resource department, explaining organizational policies and employee benefits
- ☐ Entry-level employees, introducing the organizational vision, mission, rules and regulations
- ☐ New employee, familiarizing with the office environment on their own

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Question No : 23 of 27

Marks: 3 (Budgeted Time 6 Min)

Enlist three positive points which you think organizations gain by having a diverse workforce.

Answer ([Please click here to Add Answer](#))



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Question No : 24 of 27

Marks: 3 (Budgeted Time 6 Min)

Develop 'Job Specification' for the position of HR Executive.

Answer ([Please click here to Add Answer](#))



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Question No : 25 of 27

Marks: 3 (Budgeted Time 6 Min)

Do you agree or disagree with the following statement: "employees subjected to socialization programs perform better than those who have not undergone such training?" Provide justification.

Answer (Please [click here](#) to Add Answer)



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Question No : 26 of 27

Marks: 5 (Budgeted Time 10 Min)

During an interview, for the entry level managerial position if the interviewer asks you a question "what will you do if your boss asks you to do something that is against your principles" then what would be your answer?

Answer ([Please click here to Add Answer](#))



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You are hiring a record keeping clerk for your organization. Job specification describes his qualification as intermediate, six months experience in a financial institution, ability to enter data 30 words per minute and good knowledge of Microsoft Word & Excel. You are required to draft his job description.

Answer ([Please click here to Add Answer](#))



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