

VIRTUAL UNIVERSITY OF PAKISTAN

A Good Education is a Foundation For a Better Future

CORRECT ANSWER SOLVED BY HADI
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TEAM HADI(VU LAHORE)

MID TERM PAST PAPER

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MADE AND SOLVED BY HADI

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)

Impact of individuals' behavior within an organization is studied under:

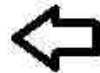
Answer (Please select your correct option)

☐ Organizational culture

☐ Organizational norms

☒ Organizational behavior

☐ Organizational rules



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Question No : 2 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following term is used to represent the efforts directed towards achieving outcomes?

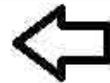
Answer (Please select your correct option)

☐ Position

☒ Responsibility

☐ Work

☐ Tasks



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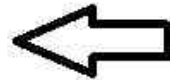
Question No : 3 of 27

Marks: 1 (Budgeted Time 1 Min)

If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the _____ of its affirmative action.

Answer (Please select your correct option)

- ☐ Gaps
- ☐ Effectiveness
- ☐ Discrepancies
- ☐ Performance



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Question No : 4 of 27

Marks: 1 (Budgeted Time 1 Min)

"Management" is concerned with the administration of:

Answer (Please select your correct option)

☐ Human resource

☐ Financial resource

☐ Physical resource

☐ All of the given options



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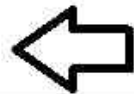
Question No : 5 of 27

Marks: 1 (Budgeted Time 1 Min)

Which one of the following is NOT the characteristic of a Virtual Team?

Answer (Please select your correct option)

- ☐ Lack of nonverbal signals
- ☐ Limited social contact
- ☐ Increased social relationship
- ☐ Ability to overcome time and space constraints



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Question No : 6 of 27

Marks: 1 (Budgeted Time 1 Min)

HR managers are generally considered as

Answer (Please select your correct option)

☐ Middle Manager

☐ Functional Manager

☒ Staff Manager

☐ Line Manager



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Question No : 7 of 27

Marks: 1 (Budgeted Time 1 Min)

Organizations started focusing on quality, productivity and efficiency during:

Answer (Please select your correct option)

☐ Mechanistic period

☐ Legalistic period

☐ Organistic period

☐ Strategic period



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Question No : 8 of 27

Marks: 1 (Budgeted Time 1 Min)

Opportunities and threats to an organization are considered as:

Answer (Please select your correct option)

☐ Important factors

☐ Internal factors

☐ Central factors

☐ External factors

☐ Not sure

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Question No : 9 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following specifies the relative value of each job in an organization?

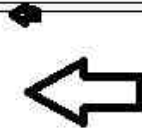
Answer (Please select your correct option)

☐ Job analysis

☐ Job description

☐ Job specification

☒ Job evaluation



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Question No : 10 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following method is used to inform employees about the company's job openings?

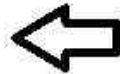
Answer (Please select your correct option)

☐ Job publishing

☐ Job declaration

☒ Job posting

☐ Job listing



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Question No : 11 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following is a test validation method that determines whether a test measures certain traits that are important in performing a job or not?

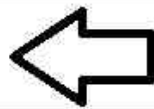
Answer (Please select your correct option)

☐ Concept validity

☐ Criterion validity

☐ Construct validity

☐ Content validity



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Question No : 12 of 27

Marks: 1 (Budgeted Time 1 Min)

Developed countries usually refer to the developing or underdeveloped nations to get the benefit of cheap labor, hiring made on such basis is referred as:

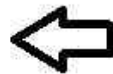
Answer (Please select your correct option)

☐ Parent-country national

☐ Host-country national

☒ Third-country national

☐ Headquarter national



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Question No : 13 of 27

Marks: 1 (Budgeted Time 1 Min)

Why the structure of human resource department is considered flat in small and medium organizations?

Answer (Please select your correct option)

- ☐ The HR functions are performed by the president/manager
- ☐ Separate sections are often created to perform human resource functions
- ☐ Each human resource function may have a supervisor & staff
- ☐ None of the above given options

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Question No : 14 of 27

Marks: 1 (Budgeted Time 1 Min)

Which job analysis method is recommended for jobs like janitors, assembly line workers and accounting clerks?

Answer (Please select your correct option)

☐ Observation

☐ Log/diary

☒ Structured questionnaire

☐ Technical conference



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Question No : 15 of 27

Marks: 1 (Budgeted Time 1 Min)

Which of the following is the MOST important point that should be conveyed to the new hires in orientation?

Answer (Please select your correct option)

- ☐ To explain the compensation package of the organization
- ☐ To share the vision of the organization and clear what is expected from them
- ☐ To deliver a welcoming address and congratulating to be a part of organization
- ☐ To give a formal lunch party so that they feel more comfortable

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Question No : 16 of 27

Marks: 1 (Budgeted Time 1 Min)

Last week, Huma spent the morning time in watching Waseem's work. Then, she took Waseem to lunch to talk to him about how to improve his job performance. Huma is the office manager of a local real estate company. Waseem on the other hand is a new real estate agent. What is going on in this scenario?

Answer (Please select your correct option)

☐ Huma and Waseem are part of a job rotation program

doubt

☐ Huma is coaching Waseem

☐ Huma and Waseem are part of short-term lateral transfer

☐ Huma is giving orientation to Waseem

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Question No : 17 of 27

Marks: 1 (Budgeted Time 1 Min)

To increase the group cohesiveness managers have to:

Answer (Please select your correct option)

☐ Forcefully apply rules & policies

☐ Increase competition with other groups

☐ Encourage mutual participation

☐ Nurture politics within the groups



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Question No : 18 of 27

Marks: 1 (Budgeted Time 1 Min)

Why has workforce diversity altered & broadened the responsibilities of the human resource managers?

Answer (Please select your correct option)

- ☐ Laws require quotas for the employment of minority groups
- ☐ Workers have different needs and hence different compensation packages
- ☐ Majority of managers are women that's why more emphasis on women workers rights
- ☐ Workforce diversity is not an issue for the human resource managers

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Question No : 19 of 27

Marks: 1 (Budgeted Time 1 Min)

Which human resource area is concerned with the collective bargaining of labor union?

Answer (Please select your correct option)

☐ Stockholder relations

☐ Industrial relations

☐ Personnel relations

☐ Competitor relations



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Question No : 20 of 27

Marks: 1 (Budgeted Time 1 Min)

Ahmed, head of human resource department of a large manufacturing firm, is being sued for not hiring Zia, having physical disability. Which one of the following documents should be used in his company's defense?

Answer (Please select your correct option)

☐ Job description

☐ Job specification

☐ Job evaluation

☐ Job analysis

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Question No : 21 of 27

Marks: 1 (Budgeted Time 1 Min)

All of the following are basic criteria for selecting an applicant, EXCEPT:

Answer (Please select your correct option)

☐ Educational background of an applicant

☐ Provided references of an applicant

☐ Work experience of an applicant

☐ Skills & abilities of an applicant



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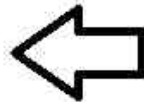
Question No : 22 of 27

Marks: 1 (Budgeted Time 1 Min)

PTCL had implemented 'golden-handshake scheme' and laid off surplus employees. PTCL is said to be involved in:

Answer (Please select your correct option)

☐ Restructuring



☐ Re-engineering

☐ Downsizing

☐ Outsourcing

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Question No : 23 of 27

Marks: 3 (Budgeted Time 6 Min)

Chenab manufacturing company is considering a major business decision to upgrade its technology by purchasing computer-driven equipments. Being an HR manager give your opinion which aspects related to HR must be considered while making this decision?

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



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Question No : 24 of 27

Marks: 3 (Budgeted Time 6 Min)

As an HR manager what steps would you take to make the human resource planning more effective?

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



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Question No : 25 of 27

Marks: 3 (Budgeted Time 6 Min)

Why might an organization use the services of employment agencies rather than doing its own recruiting?

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



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Question No : 26 of 27

Marks: 5 (Budgeted Time 10 Min)

Traditionally, a job is defined into four segregates; job, position, duty and task. How you compare these four parts from each other? Also find out relationship among them.

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



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Govt. college of commerce has following vacant positions. The Principal of the college has asked you to help him by suggesting the most appropriate source of recruitment for each post.

0. Head of Department
1. College professor who just received his/her Ph.D
2. Lecturer
3. Entry-level lab assistant

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



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Question No : 27 of 27

Marks: 5 (Budgeted Time 10 Min)

1. Head of Department
2. College professor who just received his/her Ph.D
3. Lecturer
4. Entry-level lab assistant
5. Senior librarian

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



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