

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
EXAMINATION: MAY - 2025
SEMESTER - IV

Sub.: Recruitment and Selection (BBA23-414HRM)

Date :23/05/2025

Total Marks : 60

Time: 2.00 pm to 4.30 pm

- Instructions:** 1) All questions are compulsory.
 2) Figures to the right indicate full marks.

Q. 1. Choose the most appropriate option. (05)

1. What is selection in HRM?
 - a) The process of attracting candidates
 - b) The process of choosing the right candidate for a job
 - c) The process of training new employees
 - d) The process of firing employees
2. What is the main goal of recruitment?
 - a) To hire as many people as possible
 - b) To fill job vacancies with suitable candidates
 - c) To reduce the number of employees
 - d) To promote existing employees
3. Which of the following is a selection test used in hiring?
 - a) Psychological test
 - b) Medical test
 - c) Aptitude test
 - d) All of the above
4. What is a common method of external recruitment?
 - a) Promotions
 - b) Job postings on company websites
 - c) Transfers
 - d) Internal job transfers
5. Which document is usually required from a candidate during recruitment?
 - a) Job description
 - b) Payroll statement
 - c) Resume/CV
 - d) Employee ID card

Q. 2. State True / False (05)

1. Internal recruitment involves hiring candidates from outside the organization.
 - a) True
 - b) False
2. Employee referrals are an example of external recruitment.
 - a) True
 - b) False
3. Recruitment can be done both internally and externally.
 - a) True
 - b) False
4. A probation period allows an employer to assess an employee's performance before making them permanent.
 - a) True
 - b) False
5. A stress interview is designed to see how candidates perform under pressure.
 - a) True
 - b) False

Q. 3. Write Short notes on (Any Three) (15)

1. Job Analysis
2. Disadvantages of internal hiring
3. Job Description
4. Best practices in recruitment & Selection
5. Types of hiring

Q. 4. Answer in detail (Any Two) (20)

1. What is the definition of external recruitment, and what are its key sources?
2. Enlist any 10 questions that are frequently asked during an interview.
3. Why might an employer choose a telephonic interview over a face-to-face interview?
4. What are the steps in the selection process? Explain with help of a diagram.

Q. 5. Case study (15)

Mark had applied for the position of Marketing Manager at Orion Enterprises, a company he had long admired for its innovative approach and dynamic work culture. After a series of interviews, he was informed by the hiring team that while the Marketing Manager role was currently unavailable, the company was highly impressed with his skills and wanted to bring him on board immediately in a temporary role as a Marketing Coordinator. They assured him that within three months, as soon as a vacancy opened up, he would be promoted to the position he originally applied for.

Trusting their word and eager to be part of the organization, Mark accepted the offer, believing that this temporary assignment was merely a stepping stone to his ultimate goal. He worked diligently, proving his capabilities, exceeding expectations, and even taking on responsibilities beyond his current role. However, as months passed, the promised transition never materialized. Each time he inquired about his expected promotion, he was met with vague responses, excuses about internal restructuring, and reassurances that the company valued him but still needed more time. Now, six months later, Mark remains stuck in the same position with no clear timeline for advancement.

He watches as new hires are brought in for managerial roles, some with less experience than him, and realizes that the promises made to him were nothing more than a way to fill an urgent vacancy. Frustrated yet still holding onto hope, he finds himself in a dilemma—should he continue waiting for an opportunity that may never come, or should he start looking for a company that truly values his aspirations? As the weight of uncertainty grows, Mark understands a harsh truth about corporate promises: unless written in stone, they are often fleeting and serve the company's interests more than the employee's career growth.

Questions:

1. How could Mark have ensured greater clarity and security regarding his career progression before accepting the temporary role?
 2. Was the company's decision to offer Mark a temporary role a strategic move to address immediate business needs, or was it a misleading tactic to fill a vacancy?
 3. What ethical responsibilities does the company have in honoring its verbal commitments, and what steps can employees take to protect themselves from unfulfilled career promises?
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