

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

EXAMINATION: MAY - 2025

SEMESTER - V

Sub.: Recruitment and Selection (BBA22-514HRM)

Date : 30/05/2025

Total Marks : 60

Time: 10.00 am To 12.30 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 the purpose of a job description?
 a) To define the tasks and responsibilities of a job
 b) To provide an employee's personal details
 c) To determine salary structure
 d) To evaluate job performance
2. What is the purpose of a job specification?
 a) To describe the qualifications required for a job
 b) To advertise job openings
 c) To assess employee performance
 d) To schedule work shifts
3. Which type of interview is structured with predetermined questions?
 a) Informal interview
 b) Structured interview
 c) Stress interview
 d) Exit interview
4. What is the purpose of background verification in recruitment?
 a) To check the candidate's salary expectations
 b) To verify the candidate's educational and work history
 c) To train the candidate before hiring
 d) To test the candidate's job knowledge
5. What does an aptitude test measure?
 a) Physical strength
 b) Job experience
 c) Employee motivation
 d) Problem-solving and logical reasoning skills

Q. 2. State True / False (05)

1. A stress interview is designed to see how candidates perform under pressure.
 a) True
 b) False
2. A job offer is given before the selection process starts.
 a) True
 b) False
3. Telephonic and video interviews are modern methods of recruitment.
 a) True
 b) False
4. A walk-in interview allows candidates to apply and be interviewed on the same day.
 a) True
 b) False
5. A fair selection process should be free from discrimination and bias.
 a) True
 b) False

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

1. Best practices in external recruitment
2. Internal Hiring
3. Need to conduct an Interview
4. Selection process
5. Interviewer & Interviewee

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

1. Differentiate between External Recruitment vs. Internal Recruitment
2. If you were an interviewer, what key questions would you ask a candidate for a managerial position in a telephonic interview?
3. Elaborate on the types of interview (any 5) in detail.
4. If a company is expanding into a new market, how would you determine the best external recruitment sources to find suitable candidates?

Q. 5. Case study (15)

Amar, was a marketing and sales executive working in a multinational company which was into manufacturing of Air conditioners. He was a very sincere and hardworking person. He had total 10 years of work experience to his credit.

However his life took a drastic turn when he got into personal argument that landed him in jail for 2 years. After serving his sentence Amar wanted to rebuild his career. So he applied to a reputed company from the same industry. But his resume caught attention of the HR manager Rohan. Rohan was impressed with Amar's skills and experience, but he was also aware of Amar's criminal record.

Looking at Amar's skills and expertise he knew that Amar was the right candidate candidate for this position. Rohan found himself in a dilemma.

Questions:

1. Will hiring Amar pose a risk to the company's reputation and safety?
 2. Can Amar be trusted to work honestly and maintain the company's values?
 3. What will you do if you were in Rohan's place?
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