

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)(071)
EXAMINATION: DECEMBER - 2025
SEMESTER - V
Sub.: Recruitment and Selection (BBA22-514HRM)

Date : 22/12/2025**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. Hiring refers to
 - a) Training employees
 - b) Selecting suitable candidates
 - c) Paying salaries
 - d) Employee grievances
2. Need analysis in hiring helps identify
 - a) Employee leave balance
 - b) Whether a vacancy truly exists
 - c) Training plan
 - d) Office budget
3. Temporary hiring means
 - a) Long-term commitment
 - b) Short duration employment
 - c) Lifetime employment
 - d) Full-time permanent
4. Which is a source of internal recruitment?
 - a) Newspapers
 - b) Job portals
 - c) Promotions
 - d) Campus drives
5. External recruitment means hiring candidates
 - a) From outside the organization
 - b) Through internal transfers
 - c) Within the firm
 - d) Through promotions

Q. 2. State True / False (05)

1. A disadvantage of internal hiring is limited pool of candidates
 - a) True
 - b) False
2. A common external source of recruitment is promotion
 - a) True
 - b) False
3. Internal hiring is suitable when no internal candidate exists
 - a) True
 - b) False
4. Job description describes employee hobbies.
 - a) True
 - b) False
5. Job portal advertisements allow quick updates
 - a) True
 - b) False

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

1. Internal recruitment
2. Role of recruitment agencies in external hiring
3. Advantages of external recruitment
4. Disadvantages of internal recruitment
5. Prepare a job description for the position of Sales manager in Pravin Masale company.

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

1. What is the hiring process? Explain regular, temporary, contractual and apprentice hiring in detail.
2. Explain any three sources of internal recruitment. Discuss the advantages of internal recruitment in terms of cost.
3. Why is the internal talent pool often limited? Elaborate.
4. Discuss the key elements of a job description found in recruitment advertisements.

Q. 5. Case study (15)

At Silverline Infotech, the management recently filled a crucial position of Project Coordinator after an urgent recruitment round. The role required strong communication skills, multitasking ability, and prior experience in handling client interactions. Due to project deadlines and pressure from the operations team, HR was asked to complete the hiring process quickly. As a result, the selection steps were shortened, and only one round of interview was conducted instead of the usual three.

Within two months of joining, however, management began to feel dissatisfied with their hiring decision. The new employee, though academically qualified, struggled to coordinate tasks efficiently. Client emails often went unanswered, deadlines were missed and internal communication gaps became frequent. Team leaders complained that the employee seemed unsure of responsibilities and required continuous supervision.

Management started questioning whether the screening process had been thorough enough. On reviewing the interview records, they found that no practical test or role-play assessment had been conducted to evaluate the candidate's real capabilities. The reference check process had also been skipped due to the urgency of filling the role.

The operations department pointed out that the job description used during hiring was outdated and did not reflect the actual responsibilities of the role. HR, on the other hand, felt that the hiring decision was rushed by management without giving adequate time for proper evaluation.

The employee, although making efforts to improve, continued to face difficulties adapting to the company's expectations. The overall workflow slowed down, causing frustration among team members. Despite ongoing discussions, no final decision has been taken regarding whether to retrain, reassign, or replace the employee. The issue remains unresolved and management is still assessing the next steps.

Questions:

1. Was the recruitment process aligned with the actual job requirements and was the job description updated before hiring?
 2. Were the selection tools (interviews, tests, reference checks) adequate to assess the candidate's suitability for the role?
 3. How did the urgency of filling the position impact the quality of recruitment and the final hiring decision?
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