

[This question paper contains 5 printed pages.]

2003

Your Roll No. ....

**MHROD / III Sem.**

**A**

**Course 631 – HUMAN RESOURCE PLANNING  
AND SELECTION**

*Time : 3 Hours*

*Maximum Marks : 70*

*(Write your Roll No. on the top immediately  
on receipt of this question paper.)*

*Attempt all questions.*

*Attempt all parts of the question together.*

*All questions carry equal marks.*

1. A Computer Co. has entered into a joint venture with another American Co., but it is highly manned & its employees are unionized. Suggest what measure & technique of HRP can be effectively applied at this stage? Also, explain, how these steps may help the joint venture to succeed.

**OR**

What are the various forecasting techniques available in making demand forecasting of personnel an successful organisation ?

2. Do you think that your resume must be impeccable? What guidelines should be followed while writing a resume.

P.T.O.

OR

Interviewing unqualified applicants can be a frustrating experience & a waste of time for managers or whoever is responsible for interviewing. How can this problem be minimised or eliminated ?

3. Answer the following .

- (a) What are the legal risks associated with e-recruitment ?
- (b) Discuss the contents of job description & job specification.

OR

Write notes on the following :

- (a) Cost-benefit analysis of recruitment
  - (b) Assessment centre
4. 'Orientation programs are needed only if the selection process is defective. Otherwise, properly selected employees do not need to be oriented.' Do you agree or disagree with this statement. ? Why ? Also, design an orientation programm for freshman in any organisation of your choice.

OR

Discuss various types of employment tests commonly used by employers in moderns organisations.

5: Analyse the case incident given below & answer the following questions :

- (a) What do you believe is the major problem in this case ? How could Carla have slipped through the investigation ?
- (b) If you were Jim, what would you instruct Judy to do (i) regarding Carla (ii) regarding future applicants ?
- (c) How could Judy have overcome this embarrassment of hiring an individual who was suspected of stealing narcotics from the drug cabinet in the unit ?
- (d) If Carla had maintained her innocence & refused to quit, what options would Judy have ? What advice would you give Judy about the action she should take ?

### Case Incident

Judy Sapp has been actively recruiting nurses to fill the staffing needs of the New Cardiac Surgery Unit. With the pressure to hire very evident, Judy has primarily been checking to see if the nurses are currently registered in the state of West Virginia by the Board of Nursing & if they have the experience & desire to work in such a stressful unit.

P.T.O.

One of the responsibilities of the cardiac surgery nurse is to ensure that proper drugs are obtained from the hospital pharmacy & stored in a locked cabinet in the unit. Many of these drugs are narcotics & are considered to be a controlled substance. Among them are morphine sulfate, demerol, codeine & nebutol.

During a routine check of the drugs, it was found that some of the demerol was missing. After a thorough investigation, it was concluded that the drugs had been removed by an unauthorised individual. But only the new nurses had keys to the locked cabinet. Sometime later, Judy was approached by Diane Stevens, an aspiring administrator & a close friend of Judy's. She told Judy in confidence that she suspected that Carla Ravensworth had stolen the drugs. She described Carla as an individual who in high school was "into the drug scene". Carla had also associated with an undesirable crowd & had evidently maintained many of her friendships. During the past few days, she was observed stocking the drug cabinet (This information was correlated with the drug transfer slips that must be signed whenever someone handles the drugs). In fact, three nurses in the unit had noticed that Carla often met her friends in the parking lot during her breaks & handed them small glass vials.

Armed with this information, Judy set up a conference with Carla, Jim Wilson, & John Michaels. At this time, Carla was informed of the purpose of the meeting & was asked to answer the accusations. Carla had nothing to say except that she had done nothing wrong but felt that she could no longer work with back-stabbing co-workers. Carla resigned, much to the pleasure of Judy, Jim & John. Since her resignation, no other drugs have been missing. Acting on a hunch, Jim asked Judy to call the area hospitals to see if they had ever employed Carla &, if so in what capacity, & why she had left. Two hospitals, not identified on Carla's application, had employed Carla, but they stated that she has resigned over a private matter. Judy, reading between the lines, went immediately to Jim to give her report.