

**B.V. Patel Institute of Business Management, Computer & Information Technology**  
**Uka Tarsadia University**  
**1<sup>st</sup> Internal Examination, BBA 3<sup>rd</sup> Semester**  
**030030315: Human Resource Management**

**Marks: 50**

**Time: 2 hrs.**

**Date: 00/08/2017**

**Q-1 Answer the following. (Any Eight)**

**[16]**

1. Define job analysis.
2. List out nature of HRM.
3. Define performance Appraisal.
4. Explain any one feature of HRP.
5. List out types of personal policies.
6. What do you mean by human resources planning?
7. Draw the specimen of job description.
8. Which types of social security measures used by employer?
9. Briefly explain any one important of HRM.

**Q-2 Answer the following. (Any Two)**

**[20]**

1. If you were responsible for hiring someone for your job, which recruitment sources would you use? Why?
2. Describe briefly the various steps are involved in hiring human resources in an organization.
3. In your opinion which function of HR manager is most important for smoothing and growing organization? Discuss it.

**Q-3 Answer the following in detail. (Any Two)**

**[14]**

1. Explain in detail human resources planning.
2. Explain recruitment and also discuss constrains and challenges of recruitment.
3. Write short note on job description and specification.