# Human Resource Management

## Provided by Sarim

**Q1) While hiring what steps should an HR Manager take in order to create effective team?**

Answer:

HR manager should focus on defining clear job roles, assessing individual skills and qualifications, fostering open communication, promoting teamwork, and providing adequate training and support.

**Q2) Explain the drawback if any, when an HR manager plays crucial role in the hiring of employee?**

Answer:

Drawback of HR managers playing a crucial role in hiring is potential bias or favoritism, which can compromise the fairness and transparency of the hiring process.

**Q3) How HRM helpful reducing the personal mistake with an organization?**

Answer:

HRM helps reduce personnel mistakes within an organization by implementing rigorous recruitment and selection processes, providing proper training and development opportunities, conducting performance evaluations, and offering corrective actions when necessary.

**Q4) Why HR manager consider as staff manager?**

Answer:

HR managers are considered staff managers because they primarily focus on managing the employees within the organization, addressing their needs, concerns, and performance to ensure a productive workforce.

### Q5) How can Organization develop effective hiring process?

Answer:

Organizations can develop effective hiring processes by clearly defining job requirements, utilizing multiple recruitment channels, conducting thorough interviews and assessments, involving relevant stakeholders in the selection process, and continuously evaluating and improving recruitment strategies.

### Q6) What Criteria as a selecting team member?

Answer:

The criteria for selecting team members may include relevant experience, skills and qualifications, cultural fit, teamwork abilities, problem-solving skills, adaptability, and a positive attitude.

### Q7) Glass ceiling

Answer:

Glass ceiling refers to invisible barriers that prevent qualified individuals, particularly women and minorities, from advancing to higher positions within an organization despite their capabilities and qualifications.

### Q8) Importance of act 1991

Answer:

The importance of the Act 1991 lies in its provisions for promoting equal employment opportunities and prohibiting discrimination based on race, color, religion, sex, or national origin in employment practices.

### Q9) HRM Facing problems due to poor selection

Answer:

Poor selection in HRM can lead to various problems such as decreased employee morale and productivity, increased turnover rates, higher recruitment and training costs, and potential legal issues related to discrimination or wrongful termination.

### Q10) Emotional stability positive or negative accept

Answer:

Emotional stability can have both positive and negative effects in the workplace. Positively, it contributes to better stress management, improved interpersonal relationships, and enhanced decision-making.

However, excessively low emotional stability may lead to difficulties in handling job pressures and conflicts.

### Q11) What effect if we select unqualified and poor employee in organization?

Answer:

Selecting unqualified or poor employees can have adverse effects on the organization, including decreased productivity, lowered team morale, increased conflict, higher turnover rates, damage to the organization's reputation, and ultimately, financial losses.

### Q12) HRIS security and privacy

Answer:

HRIS security and privacy are essential to safeguard sensitive employee information from unauthorized access, misuse, or data breaches.

Implementing robust security measures and ensuring compliance with data protection regulations are crucial to maintaining the confidentiality and integrity of HRIS data.

### Q13) How top management gain competitor advantage

Answer:

Top management can gain advantages over competitors by leveraging HR strategies to attract and retain top talent, fostering a culture of innovation and continuous improvement, investing in employee development, and aligning HR practices with organizational goals for sustainable growth and competitive advantage.

### Q14) Strategic HR Planning.

**Answer:**

Strategic HR planning involves aligning human resource management strategies with organizational goals to ensure the effective utilization of human capital and support the achievement of business objectives.

### Q15) WHY EMPLOYEES LEAVE ORGANIZATION EVEN HAVING HIGH SALARIES

**Answer:**

Employees leave organizations despite having high salaries due to factors such as poor work-life balance, lack of career advancement opportunities, ineffective leadership, toxic work culture, or mismatched values and goals.

### Q16) JOB DESCRIPTION IN WHICH WE HAD

**Answer:**

A job description outlines the duties, responsibilities, qualifications, and other essential details of a specific job role within an organization, providing clarity to both candidates and hiring managers.

### Q17) Group or random crowed difference

**Answer:**

In a group, members share common goals and work collaboratively towards achieving them, whereas in a random crowd, individuals may lack a common purpose or organization.

### Q18) Evaluate mechanistic and catalytic approaches

**Answer:**

Mechanistic approaches to management emphasize centralized decision-making, strict hierarchical structures, and standardized procedures, while catalytic approaches focus on decentralization, employee empowerment, and flexibility.

### Q19) Challenge of organizations

**Answer:**

Challenges faced by organizations may include adapting to technological advancements, managing workforce diversity, navigating regulatory changes, and maintaining competitive advantage in the market.

### Q20) Job specification and how it help in selection process

**Answer:**

Job specification outlines the specific qualifications, skills, experience, and attributes required for a particular job role, aiding in the selection process by ensuring that candidates possess the necessary competencies to perform the job effectively.

### Q21) Poor performance of team

**Answer:**

Poor team performance may be attributed to factors such as lack of clear goals and expectations, ineffective communication, interpersonal conflicts, inadequate resources or support, and insufficient leadership or direction.

### Q22) Human resource information system

**Answer:**

A Human Resource Information System (HRIS) is a software solution that facilitates the management of HR processes and data, including employee records, payroll, recruitment, performance management, and training, thereby improving HR efficiency and decision-making.

### Q23) Individual challenges for organization

**Answer:**

Individual challenges for organizations may include attracting and retaining top talent, developing employee skills to meet evolving job demands, fostering employee engagement and satisfaction, promoting diversity and inclusion, and addressing work-life balance issues.

### Q24) Why team fail to achieving in task

Answer:

Teams may fail to achieve tasks due to factors such as poor communication, lack of role clarity, inadequate resources, conflicting priorities, ineffective leadership, or insufficient team cohesion and trust.

### Q25) Compensation and other benefits for employees

Answer:

Compensation and benefits for employees provide tangible and intangible rewards for their contributions to the organization, including competitive salaries, bonuses, health insurance, retirement plans, and professional development opportunities.

### Q26) Why HR Manager consider as a staff manager

Answer:

HR managers are considered staff managers because they primarily focus on managing the employees within the organization, addressing their needs, concerns, and performance to ensure a productive workforce.

### Q27) Forecasting method

Answer:

Forecasting methods in HR management involve predicting future workforce needs based on historical data, trends, and organizational goals, using techniques such as trend analysis, workforce modeling, and scenario planning.

### Q28) Steps of well- functioning and effectives teams

Answer:

Steps for well-functioning and effective teams are

1. Establish clear team goals and objectives.
2. Define roles and responsibilities for each team member.

3.  Foster open communication and collaboration among team members.

4.  Encourage trust and mutual respect within the team.

5.  Provide necessary resources and support for team success.

**Q29) While hiring what are steps consider**

Answer:

Steps considered while hiring

1.  Identifying the need for a new hire.
2.  Creating a job description outlining the role's responsibilities and qualifications.
3.  Advertising the job vacancy through appropriate channels.
4.  Screening resumes and conducting initial interviews.
5.  Shortlisting candidates for further assessment and selection.

**Q30) How successful hrm benefits organization and employees**

Answer:

HRM benefits both organizations and employees by improving employee performance and satisfaction, enhancing organizational productivity and competitiveness, reducing turnover rates, fostering a positive work culture, and aligning HR strategies with business objectives.

**Q31) Why socialization is important for new employee?**

Answer:

Socialization is important for new employees as it helps them adapt to the organizational culture, understand their roles and responsibilities, build relationships with colleagues, and feel more connected and engaged in their work environment.

**Q32) Benefits of team-based organization?**

Answer:

Benefits of team-based organizations include

- Improved collaboration and problem-solving
- Increased innovation and creativity
- Better decision-making
- Enhanced employee morale and motivation
- Higher productivity and efficiency.

**Q33) Who conduct job analysis and what are outcomes of job analysis?**

Answer:

Job analysis is conducted by HR professionals or managers, and its outcomes include job descriptions outlining duties and responsibilities, job specifications detailing required qualifications and skills, and information on job performance standards and expectations.

**Q34) Distinguish btw Personality and perception**

Answer:

Personality refers to individual characteristics, traits, and behaviors, while perception is the process of interpreting and making sense of sensory information. Personality is relatively stable, whereas perception can vary based on situational factors.

**Q35) Explain the mistakes made in interviews**

Answer:

Mistakes made in interviews include asking illegal or inappropriate questions, failing to prepare adequately, exhibiting bias or discrimination, providing misleading information about the job or organization, and relying too heavily on first impressions.

**Q36) What job analysis method is best for information (questionnaires, interview, etc). Explain briefly?**

Answer:

The best job analysis method for information depends on the specific needs and context of the organization. Questionnaires may be efficient for collecting data from a large number of employees, while interviews allow for more in-depth information gathering and clarification.

### Q37) Do you think change is important for the organization. Explain?

Answer:

Change is important for organizations to remain competitive, adapt to market trends, seize new opportunities, and respond to evolving customer needs. It enables organizations to innovate, grow, and stay relevant in dynamic business environments

### Q38) Advantages of team-based management system

Answer:

Advantages of team-based management systems include improved communication and collaboration, enhanced problem-solving and decision-making, increased employee engagement and satisfaction, greater flexibility and adaptability, and higher levels of innovation and creativity.

### Q39) Briefly describe the job analysis methods (interview, questioner, etc.)

Answer:

Job analysis methods include interviews, questionnaires, observations, and job performance assessments. Interviews involve direct communication with employees or supervisors to gather information about job tasks and requirements, while questionnaires collect data through written surveys or forms.

### Q40) While hiring what steps should an HR Manager take in order to create effective team?

Answer:

Steps for HR Manager to create an effective team

1. Clearly define team objectives and roles.
2. Ensure diversity in team composition.

3. Foster open communication and collaboration.

4. Provide necessary training and resources.

**Q41) Explain the drawback if any, when an HR manager plays crucial role in the hiring of employee?**

Answer:

Drawback when an HR manager plays a crucial role in hiring is

1. Bias or favouritism in selection process.

2. Lack of understanding of technical requirements.

3. Insufficient focus on team dynamics and fit.

**Q42) How will you compare the role of strategic manager with technical manager?**

Answer:

Strategic manager focuses on long-term planning, goal setting, and organizational development, while a technical manager deals with day-to-day operations, task execution, and technical expertise.

**Q43) Identify and elaborate the name of forecasting method that is use by HR professionals to anticipate the required workforce by finding relationship between sales and number of workers.**

Answer:

Forecasting method used by HR professionals: Regression analysis.

**Q44) Step of HR to create affective team**

Answer:

Steps to create an effective team

1. Establish clear team goals and roles.

2. Ensure diversity in team composition.

3. Foster open communication and collaboration.

4. Provide necessary training and resources.

5. Encourage trust and mutual respect among team members.

**Q45) Job analysis (Question, interview, observation, dairy) describe**

Answer:

Job analysis methods are

- Questionnaires: Gather information through structured questions.
- Interviews: Direct communication with employees or supervisors.
- Observation: Observing employees performing tasks.
- Diaries: Employees maintain records of their activities.

**Q46) Difference between small and large firm**

Answer:

Small firms:

Fewer employees, simpler organizational structure, less bureaucracy.

Large firms:

More employees, complex organizational structure, more formal processes.

**Q47) Define job analysis and job specification?**

Answer:

Job analysis:

Process of collecting and analyzing information about job duties and requirements.

Job specification:

Document outlining qualifications, skills, and attributes required for a specific job.

**Q48) Job, position, task and duty define**

Answer:

- Job: Collection of tasks and duties performed by an individual.

- Position: Specific role or title within an organization.

- Task: Specific activity or assignment.

- Duty: Obligation or responsibility associated with a job or position.

**Q49) How to reduce mistakes in an organization.**

Answer:

Reduce mistakes in an organization:

- Implement clear policies and procedures.

- Provide training and development opportunities.

- Encourage open communication and feedback.

- Foster a culture of continuous improvement.

**Q50) What mistakes should HR manager avoid while recruitment?**

Answer:

Mistakes HR managers should avoid in recruitment

- Bias or discrimination in selection process.

- Inadequate job description or qualifications.

- Rushing through the hiring process without proper evaluation.

**Q51) Why employer does not say anything to disabled employee brief**

Answer:

Employers may hesitate to address issues with disabled employees due to fear of legal implications, concerns about discrimination, or lack of awareness about accommodations.

**Q52) Steps of well- functioning and effectives teams**

Answer:

- Establish clear objectives and roles.

- Foster open communication and collaboration.

- Encourage trust and mutual respect among team members.

**Q53) While hiring what are steps consider**

Answer:

Steps considered while hiring are

1. Identifying the need for a new hire.

2. Creating a job description.

3. Advertising the job vacancy.

4. Screening resumes and conducting interviews.

5. Selecting and onboarding the chosen candidate.

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