



IDEA INSTITUTE OF MANAGEMENT & TECHNOLOGY

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HR Audit

7:00pm to 9:00pm

Semester – III (HR)

June 5, 2010

SECTION A (ONE MARKS)

(1) This may be either a panel or with one interviewer, or sometimes a series of interviews with different assessors.

- (a) group discussion exercise
- (b) panel interview
- (c) role play exercise
- (d) none of the above

Answer : B

(2) In the CIPD survey (2007) the estimated costs of recruitment for a single employee was:

- (a) £4333
- (b) £2555
- (c) £8000
- (d) £3400

Answer : A

(3) Which of the following cannot go into personnel files?

- (a) W-4 form
- (b) payroll data
- (c) I-9 form
- (d) all of the above

Answer : C

(4) Mature managers and companies are taking this opportunity of slowdown to consolidate their:

- (a) HR Frameworks
- (b) HR Fireworks
- (c) HR Audit
- (d) All of Above

Answer : A

(5) HRD Audit is a comprehensive evaluation of the current HR:

- (a) .Development strategies
- (b) Structure and Systems
- (c) Styles and skills
- (d) All of above

Answer : D

(6) For how long OSHO information should be kept in separate files?

- (a) 6 years
- (b) 3 years
- (c) 2 years
- (d) 5 years

Answer : D

(7) The Audit Report categorizes 'Action Needs' into four separate areas. These are

- (a) NUI, IUN, IO & IU
- (b) IIU, UTI, OI & IUN
- (c) UI, NUI, NNI & IO
- (d) None of the above

Answer : C

- (8) The Employee handbook can be an effective vehicle for communicating:
- (a) Company culture & policies
 - (b) Benefits
 - (c) Expectations from the employees
 - (d) All of the above

Answer : D

- (9) Which of the following is included in the training and development?
- (a) Review system in place
 - (b) Regular review and update of the plan and competency profiles
 - (c) Information gathered from the performance cycle linked to other human resource functions
 - (d) Evidence of improvement in work quality and efficiency

Answer : D

- (10) What are the areas to be concentrated in HR audit?
- (a) personnel files
 - (b) wage and hour practices
 - (c) both a and b
 - (d) none of the above

Answer : C

- (11) What are the considerations for legal aspects in HR audit process?
- (a) are all employee decisions based on Bona Fide Occupational Qualifications?
 - (b) does the job descriptions exist for open positions?
 - (c) is an orientation conducted for all new hires?
 - (d) is compensation tied to performance?

Answer : A

- (12) The final step in the personal change process wherein persons are highly committed to change as it is congruent with their personal interests, goals or value systems is called:

- (a) Internalization
- (b) Institutionalization
- (c) Installation
- (d) Indoctrination

Answer : A

- (13) HR professionals can be challenged daily with issues that present
- (a) Ethical Dramas
 - (b) Ethical Dilemmas
 - (c) Business ethics surveys
 - (d) None of above

Answer : B

- (14) What are the main stages on organizational change?



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- (a) awareness
(b) adoption
(c) implementation
(d) all of the above

Answer : D

(15) A comprehensive transformational change strategy has three equally important components: Content, People and Process. Most leaders attend only to _____:

- (a) Content
(b) People
(c) Process
(d) Communication

Answer : A

(16) Self – directed teams are given _____ over deciding how a job will be done:

- (a) Directions
(b) Counselling
(c) Autonomy
(d) Targets

Answer : C

(17) Just as conflict can sometimes be used constructively for change, _____ might bring about additional organizational change

- (a) Illegitimate Resistance
(b) Legitimate Resistance
(c) Malafide Resistance
(d) Active Resistance

Answer : B

(18) Which of the following is included in the virtual type of organizational teams?

- (a) meetings and functions rely on available technology
(b) departments/functional areas
(c) temporary teams
(d) small teams

Answer : A

(19) Which of the given statement is correct for working group?

- (a) strong, clearly focused leader individual accountability
(b) runs efficient meetings
(c) both a and b
(d) none of the above

Answer : C

(20) Analysis and Evaluation of the role of the HR activities and their contributions to the organization is done by:

- (a) HR Information Systems audit
(b) Performance and management audit
(c) The Teams Audit
(d) The HR Function Audit

Answer : D

() SECTION B

In _____ of audit work, you will survey perceptions about the role, organization and impact of T & D in your business.

- (a) part 1
- (b) part 2
- (c) part 3
- (d) none of the above

Answer : A

(22) As a _____, the HR function makes an active contribution to operational managers by making available the tools, actions, programmes and projects needed to ensure that departments operate to the best of their ability.

- (a) Employee partner
- (b) Strategic partner
- (c) Business partner
- (d) Administrative partner

Answer : C

(23) The Portfolio of HR Audits works in two ways, which are: i. Use it to analyse effectiveness of 'people' strategies and policies at all levels ii. Use it to criticize effectiveness of 'people' strategies and policies at all levels iii. Use it to audit your HR function iv. Use it to inspect the malfunctions in HR Dept. KEY

- (a) i & iii
- (b) ii & iii
- (c) iii & iv
- (d) i & iv

Answer : A

(24) As a _____, the objective of the HR department is to align the practices of the HR group with the main company strategies.

- (a) Employee partner
- (b) Strategic partner
- (c) Business partner
- (d) Administrative partner

Answer : B

(25) _____ means the company's current opening environment.

- (a) Internal influences
- (b) external influences
- (c) both a and b
- (d) none of the above

Answer : B

(26) _____ method of HR review states, whether each employee receive a copy of the policy upon hire?"

- (a) walk-through
- (b) review of new employee package
- (c) review of policy manual
- (d) review of HR files

Answer : B

(27) _____ means that once a constraint has been identified, all efforts must be made to properly utilize the capacity of the constrict

(a) identify

- (b) exploit
- (c) subordinate
- (d) elevation

Answer : B

(28) According to _____, leadership is getting others to do what you want them to do because they want to do it.

- (a) Eisenhower
- (b) Jackson Brown
- (c) Prof Howard H Stevenson
- (d) Ken Blanchard

Answer : A

(29) In their book 'Hierarchy of Inertial Forces', Hannan and Freeman recognize that some parts of organization structure are harder to change than others. For example, the _____ is more difficult to change than more _____.

- (a) Vision of core technology, senior management
- (b) Mission of core technology, peripheral units
- (c) Structural approach, systemic working
- (d) Mission of organization, vision of organization

Answer : B

(30) _____ means every individual and organization that truly wants to change must implement new skills and behaviors to make the necessary changes happen.

- (a) awareness
- (b) desire
- (c) knowledge
- (d) ability

Answer : D

(31) As _____ is to the individual, _____ is to the organization. Choose the correct pair of words to fill in the blanks.

- (a) individual, organization
- (b) vision, mission
- (c) change, transformation
- (d) mindset, culture.

Answer : D

() SECTION C

(32) What are the factors taken into consideration by public sector companies while doing their HR audit?

- (a) present pattern in employee compensation including direct benefits incorporating the effect of wage revision
- (b) a discount fact of 12 per cent per annum on the future earnings to arrive at the present value
- (c) normal career growth as per the present policies
- (d) all of the above

Answer : D

(33) Which recent case brought against a corporation's top management led to new rules on 'corporate governance'?

- (a) The Enron affair
(b) BP
(c) Texaco
(d) Northern Rock

Answer : A

- (34) What makes a Great Place to Work?
(a) The relationship between employees and management
(b) The relationship between employees and their jobs/company
(c) The relationship between employees and other employees
(d) all of the above

Answer : D

(35) This phase of HR audit involves the acquiring and review of relevant HR hand books, forms and other information.

- (a) pre-audit information
(b) pre-audit self-assessment
(c) on-site review
(d) records review

Answer : A

- (36) What are the ways of dealing with change and uncertainty?

- (a) back to basics
(b) leveraging
(c) conditional benefits
(d) all of the above

Answer : D

(37) Goldratt has furnished a focussing process-The Five Focussing Steps which are the singular most important aspect of the Theory of Constraints. Identify the steps from the choices given: i. Identify the System's constraints ii. Decide how to exploit the system's constraints iii. Subordinate everything else to the above decision iv. Elevate the system's constraints v. If in the previous steps a constraint has been broken, go back to step 1. vi.

Report the matter to the manager. vii. Follow the constraints specified by manager. viii. Ensure no major deviation.

- (a) i, ii, iii, v, & vii
(b) ii, iii, iv, vi, & vii
(c) i, ii, iii, iv & v
(d) iii, iv, v, vi & viii

Answer : C

- (38) What are the main features of decision making?

(a) it increases the speed of change, lowers its costs, reduces employee resistance

- (b) promotes alignment across initiatives and organizational boundaries
(c) both a and b
(d) none of the above

Answer : C