



Virtual University

About Us

MGT501
Solved Final Term Paper 3

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Year
2017

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allāh, the Most Gracious, the Most Merciful

Paper Pattern

MCQS 40 each 1 mark
Short 4 each 2 marks
Short 4 each 3 marks
long 4 each 5 marks

Question No : 1 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following term is used to identify the physical & mental skills, required to perform by an individual within a particular position in an organization?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Job title

☐ Job specification

☐ Job description

correct

☐ Job evaluation

Made by: Waqar Siddhu

Question No : 2 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following recruitment method provides a platform to multiple employers to attract large number of applicants?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Job offer

☐ Job fair

correct

☐ Job festival

☐ Job listing

Made by: Waqar Siddhu

Question No : 3 of 60

Marks: 1 (Budgeted Time 1 Min)

The ability to think about abstract & complex situations is referred to as:

pg 10

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Mechanical skill
- ☐ Technical skill
- ☐ Interpersonal skill
- ☐ Conceptual skill

correct

Made by: Waqar Siddhu

Question No : 4 of 60

Marks: 1 (Budgeted Time 1 Min)

By what means, organizations show concerns for their employees and earn their commitment?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Solely ensuring job security of employees
- ☐ Provide career development opportunities
- ☐ Promise after retirement incentives only
- ☐ Offer stock options limited to senior employees

correct

Made by: Waqar Siddhu

Question No : 5 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT included in job description?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Job title
- ☐ Job authority
- ☐ Job competency
- ☐ Job status

correct

Made by: Waqar Siddhu

Question No : 6 of 60

Marks: 1 (Budgeted Time 1 Min)

'Due to lack of knowledge among employees, they are unable to operate the computerized MIS', which of the following addresses this problem?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Provision of new computers

☒ Conduct relevant training

correct

☐ Supply input devices

☐ Supply output devices

Made by: Waqar Siddhu

Question No : 7 of 60

Marks: 1 (Budgeted Time 1 Min)

A practice used by different companies to reduce costs by transferring portions of work to outside provider rather than completing it internally is termed as:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Planning

☐ Decentralization

☐ Restructuring

☒ Outsourcing

correct

Made by: Waqar Siddhu

Question No : 8 of 60

Marks: 1 (Budgeted Time 1 Min)

HRM is associated with the management of:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ General public

☐ Labor force

☒ Organizational people

☐ Employers

correct

Made by: Waqar Siddhu

Question No : 9 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is a goal-directed summary of a person's experience, education and training developed for use in the selection process?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Curriculum vitae

correct

☐ Educational record

☐ Career goal

☐ Interview questioning

Made by: Waqar Siddhu

Question No : 10 of 60

Marks: 1 (Budgeted Time 1 Min)

The screening used to reduce absenteeism on the basis of medical problems and to establish a baseline for future health insurance claims, is:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Physical examination

correct

☐ Personality test

☐ Polygraph test

☐ Substance abuse

Made by: Waqar Siddhu

Question No : 11 of 60

Marks: 1 (Budgeted Time 1 Min)

Performance is a function of:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Ability, effort, opportunity

correct

☐ Ability, expectancy, salary

☐ Ability, skill, knowledge

☐ Motivation, attractiveness, support

Made by: Waqar Siddhu

Question No : 12 of 60

Marks: 1 (Budgeted Time 1 Min)

Willingness, capacity & opportunity to perform, are combinely termed as:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com☐ Performance outcomes☐ Performance determinants**correct**☐ Performance measures☐ Performance standards**Made by: Waqar Siddhu**

Question No : 13 of 60

Marks: 1 (Budgeted Time 1 Min)

What type of pay plan is being used when workers are paid a sum for each unit they produce?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com☐ Base pay☐ Competency-based pay**correct**☐ Bonus pay☐ Piecework pay**Made by: Waqar Siddhu**

Question No : 14 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the given expression is termed as 'equity'?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com☐ $\frac{\text{Output 1}}{\text{Input}} < \frac{\text{Output 2}}{\text{Input}}$ ☐ $\frac{\text{Output 1}}{\text{Input}} = \frac{\text{Output 2}}{\text{Input}}$ **correct**☐ $\frac{\text{Output 1}}{\text{Input}} \leq \frac{\text{Output 2}}{\text{Input}}$ ☐ $\frac{\text{Output 1}}{\text{Input}} > \frac{\text{Output 2}}{\text{Input}}$ **Made by: Waqar Siddhu**

Question No : 15 of 60

Marks: 1 (Budgeted Time 1 Min)

'An organization cannot terminate an individual, based on his/her age in order to save some money for the organization .' The given statement falls under:

Answer (Please select your correct option)

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☐

Statutory rights

☐

Public policy

☒

Employee rights

correct

☐

Management rights

Made by: Waqar Siddhu

Question No : 16 of 60

Marks: 1 (Budgeted Time 1 Min)

Usually it is observed that after becoming the team's captain the player's own performance declines. What could be the reason behind it?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☒

Unable to handle extra pressure

correct

☐

Absence of task related knowledge

☐

Lack of high energy level

☐

Imposed on a team by management

Made by: Waqar Siddhu

Question No : 17 of 60

Marks: 1 (Budgeted Time 1 Min)

"Leaders are born not made". Which of the following theory depicts the given statement?

Answer (Please select your correct option)

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☒

Trait Theory

correct

☐

Situational Theory

☐

Behavioral Theory

☐

Motivational Theory

Made by: Waqar Siddhu

Question No : 18 of 60

Marks: 1 (Budgeted Time 1 Min)

Charismatic leaders are those who have the ability to:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐

Resolve every problem prevailing in the organization

☐

Influence others in a desired manner

correct

☐

Command over larger number of employees

☐

Strictly impose the set rules

Made by: Waqar Siddhu

Question No : 19 of 60

Marks: 1 (Budgeted Time 1 Min)

"People can be trained to be effective leaders". This statement is said to be true as per which of the following theories?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐

Trait Theory

☐

Situational Theory

☐

Behavioral Theory

correct

☐

Motivational Theory

Made by: Waqar Siddhu

Question No : 20 of 60

Marks: 1 (Budgeted Time 1 Min)

Leadership will mostly be considered failed if:

Answer (Please select your correct option)

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☐

Leaders are appointed by top management

☐

Leader established high goals to be achieved

☐

Leader also plays the role of a manager in an organization

☐

Followers stop sharing their issues with a leader

correct

Made by: Waqar Siddhu

Question No : 21 of 60

Marks: 1 (Budgeted Time 1 Min)

A process of shifting worker to lower level of duties & responsibilities along with the reduced pay is termed as:

Answer (Please select your correct option)

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☐ Retirement

☐ Resignation

☐ Lay-off

☐ Demotion

correct

Made by: Waqar Siddhu

Question No : 22 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is a part of non-financial compensation?

Answer (Please select your correct option)

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☐ Monthly commission

☐ Employee autonomy

☐ Stock option

☐ Medical allowance

correct

Made by: Waqar Siddhu

Question No : 23 of 60

Marks: 1 (Budgeted Time 1 Min)

JJP Enterprise seeks to attract one of its managers to move to Gawadar to manage the working of its subsidiary in Gawadar. The firm will likely need to offer a _____ in addition to a manager's base salary.

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Cost-of-living allowance

☐ Bonus

☐ Hardship allowance

☐ Tax equalization adjustment

correct

Made by: Waqar Siddhu

Question No : 24 of 60

Marks: 1 (Budgeted Time 1 Min)

Which one of the following is not a part of basic learning principles?

pg 102

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Repetition

☐ Participation

☐ Growth

correct

☐ Relevance

Made by: Waqar Siddhu

Question No : 25 of 60

Marks: 1 (Budgeted Time 1 Min)

Under the progressive discipline procedure the suspension of the employee falls in which of the following category?

not sure

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ First offense

correct

☐ Second offense

☐ Third offense

☐ Fourth offense

Made by: Waqar Siddhu

Question No : 26 of 60

Marks: 1 (Budgeted Time 1 Min)

Who has presented the Theory-X and Theory-Y?

McGregor's Theory-X and Theory-Y
pg 140

Answer (Please select your correct option)

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☐ Alderfer

☐ McGregor

correct

☐ Edward Thorndike

☐ McClelland

Made by: Waqar Siddhu

Question No : 27 of 60

Marks: 1 (Budgeted Time 1 Min)

When the economy is stagnant and unemployment levels are high then;

Answer (Please select your correct option)

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- ☐ Organizations can not attract the applicants
- ☐ Organizations have to put much effort for attracting applicants
- ☐ Organizations can recruit employees from the global market
- ☐ Organizations can obtain large applicant pool with very little effort

correct

Made by: Waqar Siddhu

Question No : 28 of 60

Marks: 1 (Budgeted Time 1 Min)

Last week, Huma spent the morning time in watching Waseem's work. Then, she took Waseem to lunch to talk to him about how to improve his job performance. Huma is the office manager of a local real estate company. Waseem on the other hand is a new real estate agent. What is going on in this scenario?

Answer (Please select your correct option)

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- ☐ Huma and Waseem are part of a job rotation program
- ☐ Huma is coaching Waseem
- ☐ Huma and Waseem are part of short-term lateral transfer
- ☐ Huma is giving orientation to Waseem

correct

Made by: Waqar Siddhu

Question No : 29 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT considered as a role of line managers in organizational health and safety program?

Answer (Please select your correct option)

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- ☐ Investigate accidents details
- ☐ Help employees to work safely
- ☐ Ensure workers are doing job in safe environment
- ☐ Develop health and safety program

correct

Made by: Waqar Siddhu

Question No : 30 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT a physical symptom of stress?

Answer (Please select your correct option)

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- ☐ Headaches
- ☐ Digestive problem
- ☐ Frustration
- ☐ High blood pressure

correct

Made by: Waqar Siddhu

Question No : 31 of 60

Marks: 1 (Budgeted Time 1 Min)

While downsizing, organizations sometimes reduce the number of employees by offering early retirements because:

Answer (Please select your correct option)

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- ☐ HR requirement is less than existing number of employees
- ☐ HR requirement is greater than the existing number of employees
- ☐ Company is expanding its manual operations and procedures
- ☐ Organizations can be more efficient by this action of management

correct

Made by: Waqar Siddhu

Question No : 32 of 60

Marks: 1 (Budgeted Time 1 Min)

If trait theories of leadership are valid, then which of the following statement is correct?

Answer (Please select your correct option)

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- ☐ Leaders are trained
- ☐ Leaders are born
- ☐ Leaders are made
- ☐ Leaders are rigid

correct

Made by: Waqar Siddhu

Question No : 33 of 60

Marks: 1 (Budgeted Time 1 Min)

Which group of employees may also be known as expatriates?

Answer (Please select your correct option)

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☐ Parent-country nationals

correct

☐ Host-country nationals

☐ Third-country nationals

☐ Local-country nationals

Made by: Waqar Siddhu

Question No : 34 of 60

Marks: 1 (Budgeted Time 1 Min)

_____ are importers and exporters, they have no investment outside of their home country.

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ International companies

correct

☐ Multinational companies

☐ Global companies

☐ Transnational companies

Made by: Waqar Siddhu

Question No : 35 of 60

Marks: 1 (Budgeted Time 1 Min)

In which of the following system HR practices tend to shift toward preventing unemployment, even at the expense of sacrificing efficiency?

In a socialist system, HR practices favor the prevention of unemployment, often at the expense of productivity and efficiency, which is often unacceptable.

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Economic systems

☐ Socialist systems

correct

☐ Free-enterprise systems

☐ Capitalism systems

Made by: Waqar Siddhu

Question No : 36 of 60

Marks: 1 (Budgeted Time 1 Min)

Last month, it came to the knowledge of Tony's supervisor that he is using drugs. The supervisor talked to him about the rules of the organization that prohibit possession of narcotics or alcohol at workplace, and the consequences for such behavior that ultimately lead to dismissal. Yesterday, Tony has been fired because of having drugs with him. The action taken by management;

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Is totally unfair and biased
- ☐ Can reduce the motivational level of other employees
- ☐ Sends a message to other employees about what will not be tolerated
- ☐ Is against the privacy right of the employee

correct

Made by: Waqar Siddhu

Question No : 37 of 60

Marks: 1 (Budgeted Time 1 Min)

Employees working under coercive managers are more likely to

Coercive Power: coercive power, based on a person's ability to punish.

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Be Committed
- ☐ Resist the manager
- ☐ Enjoy working under their supervision
- ☐ Trade favors with them

correct

Made by: Waqar Siddhu

Question No : 38 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following duty is performed by a staff manager?

Staff manager: Authorized to assist and advise line managers in accomplishing these basic goals.

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

- ☐ Interpreting policies and procedures
- ☐ Drafting performance standards
- ☐ Controlling labor cost
- ☐ Advising staff promotions

correct

Made by: Waqar Siddhu

Question No : 39 of 60

Marks: 1 (Budgeted Time 1 Min)

"People working in your organization are more than the actual requirements". Which one of the following strategy you prefer to solve this problem?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Recruitment

correct

☐ Training

☐ Layoff

☐ Merger

Made by: Waqar Siddhu

Question No : 40 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is NOT a method of an external recruitment?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Job advertisements

☐ Job postings

correct

☐ Internship programs

☐ Job fairs

Made by: Waqar Siddhu

Question No : 42 of 60

Marks: 1 (Budgeted Time 1 Min)

What usually occurs when employees rate themselves in a performance appraisal?

Answer (Please select your correct option)

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☐ Appraisals are subject to halo effects

☐ Ratings are higher than rated by supervisors

correct

☐ No significant difference occurs

☐ Influence of stereotype is greater

Made by: Waqar Siddhu

Question No : 43 of 60

Marks: 1 (Budgeted Time 1 Min)

If a performance appraisal focuses on employee's ability to identify and analyze problems and to maintain harmonious and effective working relationships, then the performance appraisal is focused on measuring :

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Generic dimensions of performance

correct

☐ Performance of actual duties

☐ Employee competency

☐ Achievement of objectives

Made by: Waqar Siddhu

Question No : 44 of 60

Marks: 1 (Budgeted Time 1 Min)

All of the following are advantages of 'critical incident method' for appraising performance, EXCEPT:

Answer (Please select your correct option)

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☐ It provides examples of good performance

☐ It provides results that are subjective

☐ It provides examples of poor performance

☐ It provides incidents tied to performance goals

correct

Made by: Waqar Siddhu

Question No : 45 of 60

Marks: 1 (Budgeted Time 1 Min)

Each job is assigned to a particular grade/category depending on the type of jobs the organizations required, is tagged as:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Ranking method

☐ Classification method

correct

☐ Factor comparison method

☐ Point factor method

Made by: Waqar Siddhu

Question No : 46 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following is one of the main flaws of "Classification Method" to evaluate the jobs?

Answer (Please select your correct option)

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☐ Jobs may appear to fit within more than one category

correct

☐ An expensive method of evaluation

☐ Beneficial only for small organizations

☐ Maximum probability of biasness

Made by: Waqar Siddhu

Question No : 47 of 60

Marks: 1 (Budgeted Time 1 Min)

What will you advise to managers with regard to handling political behaviors within an organization?

Answer (Please select your correct option)

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☐ Minimize the potential dysfunctional consequences of abusive political behavior

☐ Focus on eliminating political behaviors of the lower level staff rather than top management

☐ Focus on eliminating political behaviors of the top management rather than lower level staff

correct

☐ Provide personal and emotional backing to all political behaviors

Made by: Waqar Siddhu

Question No : 48 of 60

Marks: 1 (Budgeted Time 1 Min)

Neither an organization nor any organizational member can provide the employee database information to any person/organization without the permission of the concerned employee. This restriction is supported by:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Rights to privacy

correct

☐ Labor law

☐ Employment at will

☐ Discrimination law

Made by: Waqar Siddhu

Question No : 49 of 60

Marks: 1 (Budgeted Time 1 Min)

Ahmed has provided the personal contact numbers of his subordinates to one of his friends who is working as an insurance agent in a private insurance firm, to help him in achieving his monthly sales target. This practice is:

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Prohibited by the privacy rights

correct

☐ Violation of employment at will

☐ Implementation of discrimination law

☐ Clear violation of labor laws

Made by: Waqar Siddhu

Question No : 50 of 60

Marks: 1 (Budgeted Time 1 Min)

While making compensation system more effective, which of the following is NOT considered?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Attract qualified employment applicants

correct

☐ Retain qualified employees, while discouraging retention of low performing

☐ Rotate employees within the organization to keep them active

☐ Motivate employee's behavior towards organizational objectives

Made by: Waqar Siddhu

Question No : 51 of 60

Marks: 1 (Budgeted Time 1 Min)

Which of the following means gives employees the authority, tools, and information they need to do their jobs with greater autonomy?

Answer (Please select your correct option)

WWW.VirtualAcademyLive.com

☐ Enrichment

☐ Empowerment

correct

☐ Acknowledgement

☐ Appraisal

Made by: Waqar Siddhu

Question No : 52 of 60

Marks: 1 (Budgeted Time 1 Min)

Employee stress negatively affects the organizational outcomes in which of the following manner?

Answer (Please select your correct option)

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- ☐ Efficient procedures
- ☐ Increased absenteeism
- ☐ Low manufacturing costs
- ☐ Employee involvement

correct

Made by: Waqar Siddhu

Question No : 53 of 60

Marks: 3 (Budgeted Time 6 Min)

“Burnout' is a negative behavioral aspect of employees”. Elaborate this statement.

Answer (Please [click here](#) to Add Answer)

WWW.VirtualAcademyLive.com

Burnout is a pattern of emotional, physical, and mental exhaustion in response to chronic job stressors. It is an incapacitating condition in which individuals lose a sense of the basic purpose and fulfillment of their work. Burnout has been described as a state of fatigue or frustration that stems from devotion to a cause, way of life, or relationship that did not provide the expected reward. It is often found in a midlife or mid-career crisis, but it can happen at different times to different people. Individuals in the helping professions such as teachers and counselors seem to be susceptible to burnout, whereas others may be vulnerable because of their upbringing, expectations, or their personalities. Burnout is frequently associated with people whose jobs require close relationships with others under stressful and tension-filled conditions. The dangerous part of burnout is that it is contagious. A highly cynical and pessimistic burnout victim can quickly transform an entire group into burnouts. It is important to deal with it quickly; once it has begun, it is difficult to reverse.

Made by: Waqar Siddhu

Question No : 54 of 60

Marks: 3 (Budgeted Time 6 Min)

All people know that our political leaders never fulfill all the promises which they made during election campaigns but still they succeed. Why?

Answer (Please [click here](#) to Add Answer)

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Made by: Waqar Siddhu

Question No : 55 of 60

Marks: 3 (Budgeted Time 6 Min)

Being a student, what type of recognition would be motivational for you? How do you know?

Answer (Please [click here](#) to Add Answer)

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Normal Arial 12 B I U

Recognition—Its purpose is to identify the union that is recognized as the bargaining representative and to describe the bargaining unit.

further write according to your point of view keeping in mind the defination.

Made by: Waqar Siddhu

Question No : 56 of 60

Marks: 5 (Budgeted Time 10 Min)

State the difference between consultant & specialist. Explain with an example.

Answer (Please [click here](#) to Add Answer)

WWW.VirtualAcademyLive.com

Normal Arial 12 B I U

Specialist may be a human resource executive, manager, or non-manager who typically is concerned with only one of the functional areas of human resource management.

consultants can provide a learning environment in which workers can gain practical skills for working in teams.

Made by: Waqar Siddhu

Question No : 57 of 60

Marks: 5 (Budgeted Time 10 Min)

Suppose you are working in a manufacturing firm, would you like to join the union or not. What arguments do you give in favor or against joining union?

Answer (Please [click here](#) to Add Answer)

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Normal Arial 12 B I U

Made by: Waqar Siddhu

Question No : 58 of 60

Marks: 5 (Budgeted Time 10 Min)

What type of gains & losses can be associated with the 'piecework-pay plan'?

Answer (Please [click here](#) to Add Answer)

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Made by: Waqar Siddhu

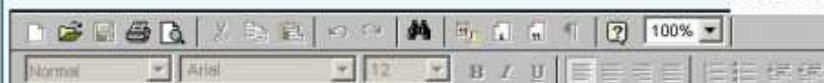
Question No : 59 of 60

Marks: 5 (Budgeted Time 10 Min)

"HR functions are interrelated to each other". Do you agree or disagree? Support your answer with an example.

Answer (Please [click here](#) to Add Answer)

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Made by: Waqar Siddhu

Question No : 60 of 60

Marks: 5 (Budgeted Time 10 Min)

Why do employers need to evaluate employees? Why it is important to keep a written record of a performance evaluation?

Answer (Please [click here](#) to Add Answer)

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