

23 Lecture - MGT111

Important Mcqs

1. **What is the first step in the selection process?**

- A) Interviewing candidates
- B) Posting job openings
- C) Screening resumes
- D) Conducting background checks

Solution: B) Posting job openings

2. **Which of the following is NOT a common selection method used by organizations?**

- A) Cognitive ability tests
- B) Personality tests
- C) Interviews
- D) Phone calls

Solution: D) Phone calls

3. **What is the purpose of a job analysis?**

- A) To determine the qualifications of candidates
- B) To determine the pay scale for the job
- C) To determine the duties and responsibilities of the job
- D) To determine the training needs of the job

Solution: C) To determine the duties and responsibilities of the job

4. **Which of the following is a disadvantage of external recruitment?**

- A) It can bring fresh ideas and perspectives to the organization
- B) It can be costly and time-consuming
- C) It can improve employee morale
- D) It can reduce employee turnover

Solution: B) It can be costly and time-consuming

5. **Which type of training is focused on improving an individual's job-specific skills?**

- A) Soft skills training
- B) On-the-job training
- C) Classroom training
- D) Online training

Solution: B) On-the-job training

6. **Which of the following is a benefit of a mentorship program?**

- A) It can be completed quickly, saving time and resources
- B) It can help employees develop new technical skills
- C) It can provide networking opportunities for employees
- D) It can be used as a substitute for formal training programs

Solution: C) It can provide networking opportunities for employees

7. **What is the purpose of a performance appraisal?**

- A) To determine whether an employee is eligible for a promotion

- B) To determine an employee's job-specific skills
- C) To provide feedback to employees on their job performance
- D) To determine an employee's salary

Solution: C) To provide feedback to employees on their job performance

8. **Which type of training is typically used to improve communication and interpersonal skills?**

- A) Soft skills training
- B) On-the-job training
- C) Classroom training
- D) Online training

Solution: A) Soft skills training

9. **Which of the following is a characteristic of an effective training program?**

- A) It is one-size-fits-all
- B) It does not take into account the organization's goals and objectives
- C) It is regularly evaluated and updated
- D) It is not tailored to meet the needs of the individual employees

Solution: C) It is regularly evaluated and updated

10. **Which of the following is NOT a potential consequence of inadequate training?**

- A) Reduced employee morale
- B) Increased employee turnover
- C) Improved productivity
- D) Decreased quality of work

Solution: C) Improved productivity