

# 23 Lecture - MGT111

## Important Subjective

### 1. What are the steps involved in the selection process?

Answer: The steps involved in the selection process typically include posting job openings, reviewing resumes and applications, conducting interviews, conducting background checks, and making a job offer.

### 2. What is the purpose of a job analysis?

Answer: The purpose of a job analysis is to identify the duties and responsibilities of a particular job, as well as the required knowledge, skills, and abilities needed to perform the job effectively.

### 3. What are some common selection methods used by organizations?

Answer: Some common selection methods used by organizations include cognitive ability tests, personality tests, interviews, work samples, and references.

### 4. What are the advantages and disadvantages of internal recruitment?

Answer: The advantages of internal recruitment include reduced costs and time, improved morale and retention, and the promotion of organizational loyalty. The disadvantages of internal recruitment include limited opportunities for diversity and fresh ideas, and the potential for resentment among employees who are not selected for a promotion.

### 5. What is the purpose of a performance appraisal?

Answer: The purpose of a performance appraisal is to provide feedback to employees on their job performance, identify areas for improvement, and determine whether the employee is meeting the expectations and goals of the organization.

### 6. What are some common training methods used by organizations?

Answer: Some common training methods used by organizations include on-the-job training, classroom training, online training, coaching and mentoring, and job shadowing.

### 7. What is the purpose of orientation training?

Answer: The purpose of orientation training is to introduce new employees to the organization, its policies and procedures, and their new job responsibilities.

### 8. What are some benefits of employee training and development?

Answer: Some benefits of employee training and development include improved job performance, increased job satisfaction and morale, enhanced employee retention, and improved organizational performance.

**9. What are some potential consequences of inadequate training?**

Answer: Some potential consequences of inadequate training include reduced employee morale and job satisfaction, increased employee turnover, decreased productivity, and lower quality of work.

**10. Why is it important for organizations to evaluate their training programs?**

Answer: It is important for organizations to evaluate their training programs to ensure that they are effective, relevant, and meeting the needs of the organization and its employees. Evaluations can identify areas for improvement and provide insights into the effectiveness of the training program.