DNYANSAGAR INSTITUTE OF MANAGEMENT AND RESEARCH

MBA - 1 / SEM-II / (2021-2022)

COMPREHENSIVE CONCURRENT EVALUATION

Faculty Name: Prof Vishal Nicholas

Subject: Lab in Recruitment & Selection   **Subject Code: 218 HRM**

Component No	Component	Marks	Submission Date
1	Scrap Book	50	10th July 2022
2	Written Home Assignment	50	15th July 2022

Scrap Book

Instructions:

1. The last date of Submission is 10th JULY 2022. The assignment won't be accepted after date

2. Copied assignments from peers will not be accepted.

3. Incomplete assignments will not be accepted. Assignments to be submitted in person.

4. Student Name, Contact number, Email-id, Specialization, Component must be clearly mentioned.

Create a Scrapbook with pictures and cutouts: Sample on the following tests conducted during Recruitment and Selection process. 1. Personality Test 2. Aptitude Test 3. Competency Test (Contents should be meaningful, process, measurement of its effectiveness).

(50 Marks) `

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<u>**Instructions**</u>:

5. The last date of Submission is 15th July 2022. The assignment won't be accepted after the last date.

6. Assignments should be hand written and in your own words; copied assignments from peers will not be accepted.

7. Incomplete assignments will not be accepted. Assignments to be submitted in person.

8. Student Name, Contact number, Email-id, Specialization, Component must be clearly mentioned.

<u>**COMPONENT 2:**</u>

(50 Marks)

<u>**Question 1 :**</u> **Describe the key concepts such as Job Specification and Job Description?** <u>**(10 Marks)**</u> **.**

<u>**Question 2:**</u> **Explain Recruitment and its process? Compare various methods of Recruitment and selection?** <u>**(10 Marks)**</u> **.**

<u>**Question 3:**</u> **Enlist Candidate profiling techniques? Explain the tools?** <u>**(10 Marks)**</u>

<u>**Question 4:**</u> **Comparative analysis of Recruitment advertisements in news- paper and Job portals. Comparative study of 10 recruitment advertisements (5 from Newspaper and 5 from job portals) & Analyze of the same in the light of,**

1. Industry type 2.Designation 3.Qualification 4. Job Specification/Description
5. Mode of Selection 6.Documentation for Recruitment? <u>**(20 Marks)**</u>

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