



MGT501

Mid-Term (Solved)

ABSTRACT

This comprehensive collection of notes is accurately crafted to empower students to excel academically, ensuring they achieve a minimum of 80% marks in their examinations. The content is organized with clarity and precision, focusing on key concepts, critical analyses, and practical applications tailored to the syllabus. These notes serve as a reliable resource for both thorough preparation and last-minute revision. Designed to inspire confidence and mastery, this guide is an essential tool for students striving for academic excellence.

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Human Resource Management

**MGT501_Human Resource Management
Mid-Term (Solved)**

1. Categories of Training Objectives

Training objectives are related to the areas identified in task analysis and should be **challenging, precise, achievable, and understood by all**. Categories arise from:

- **Organizational Analysis**
- **Task/Operational Analysis**
- **Personal Analysis**

2. Can a Selection Test Be Valid Without Being Reliable?

No. If a test has **low reliability**, its validity as a predictor will also be low. Reliability is a prerequisite for validity.

3. Who Is Considered for Early Retirement and Why?

Senior employees are considered for early retirement, typically during **downsizing**. They're offered **financial incentives** and eligibility is time-bound to reduce labor costs and avoid layoffs.

4. Difference: Appraisal Interview vs. Selection Interview

- **Selection Interview:** Conducted during hiring to assess a candidate's suitability.
- **Appraisal Interview:** Conducted at the end of appraisal period to evaluate performance and discuss future goals.

5. Importance of Maslow's Need Hierarchy

Maslow's theory helps HR managers understand different levels of employee needs:

- Lower-level needs must be fulfilled before higher-level ones.
- Motivation strategies should match employees' current needs (e.g., recognition, self-actualization).

6. Job Analysis as a Basic HRM Tool

It provides information for:

- Recruitment and selection
- Performance appraisals
- Training and development
- Compensation decisions

It identifies **duties, responsibilities, and qualifications** required for a job.

7. How Appraisals May Be Made Successful

**MGT501_Human Resource Management
Mid-Term (Solved)**

- Proper scheduling and structure
- Balanced use of praise/criticism
- Encouraging self-review
- Use of software tools
- Objectivity and fairness in ratings

8. Pros and Cons of Internal Recruitment

Pros:

- Motivates employees
- Cost-effective
- Reduces training time

Cons:

- Limits talent pool
- May cause internal conflicts
- Promotes inbreeding of ideas

9. Gaining Competitive Advantage through HR

- Hiring the right talent
- Continuous training
- Aligning HR strategies with business goals
- Performance-based rewards
- Fostering innovation and commitment

10. Preventing Negligent Hiring

- Thorough background checks
- Reference verification
- Proper documentation
- Legally defensible selection tools

11. Common Interviewer Mistakes & Solutions

Mistakes:

- Halo effect
- Bias (age, gender, etc.)
- Recent behavior bias

Solutions:

- Use structured formats
- Focus on job-related criteria
- Use multiple raters when possible

**MGT501_Human Resource Management
Mid-Term (Solved)**

12. Pre-arrival Stage of Socialization

- Provide clear job expectations
- Orientation material
- Communicate organizational values early
- Encourage pre-joining interactions

13. Why HR Managers Are Staff Employees?

They provide **support and expertise** to line departments but do not directly make revenue. They coordinate and advise rather than execute operational functions directly.

14. HRIS as Strategic Tool

HRIS supports:

- Workforce planning
 - Skill inventory
 - Decision making for promotions, succession, and compensation
- It aligns HR goals with **organizational strategy**.

15. Self-managed Teams as Process Teams

They focus on **process improvements**, decision-making autonomy, and continuous performance feedback. They take full responsibility for **outcomes and process efficiency**.

16. Constraints in Recruitment Planning

- Labor market trends
- Budget limitations
- Organizational policies
- Government regulations
- Workforce diversity requirements

17. Strategic HR Planning Purpose (with Example)

Ensures the **right people** are in the **right roles** at the **right time**.

Example: A tech firm anticipating growth will recruit and train data scientists in advance.

18. Is Change Necessary in Organizations?

Yes. Due to:

**MGT501_Human Resource Management
Mid-Term (Solved)**

- Market competition
 - Technological advancements
 - Legal/regulatory shifts
 - Employee expectations
- Adaptation is key to sustainability and growth.

19. Managerial Role – One Statement

Managerial roles include interpersonal, informational, and decisional functions essential for organizational success.

20. Importance of Job Analysis

It provides detailed information about:

- Job duties
 - Required skills
 - Working conditions
- It's essential for hiring, training, appraisals, and pay structures.

21. HR Management in Small vs. Large Firms

Small Firms: Fewer resources, multitasking by HR.

Large Firms: Formal HR departments, structured policies, dedicated roles.

22. Interrelated Strategies: Task, Position, Duties, etc.

These elements help define job structure:

- **Task:** Specific activity
 - **Duties:** Group of related tasks
 - **Position:** Job held by an individual
 - **Job:** Set of duties/tasks shared by similar positions
- These help align HR decisions with job requirements.

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