



[200 + Important chapter- wise Questions and Answers on Human Resource Management]

Chapter - Manpower Planning - Human Resource Management

1. What problems do you face during manpower planning?
2. What is the prerequisite for successful Manpower planning?
3. What is HRIS? Do you have HRIS in your organization?
4. How HR supply forecast is done?
5. What is manpower planning? What factors affect manpower planning?
6. Without manpower planning, can an organization work effectively? Why?
7. How you carry on manpower planning in your organization?
8. What is competency mapping?
9. What method do you use for Demand forecasting?
10. Are you involved in manpower planning?
11. Why it is important for an organization?

Chapter - Job Evaluation - Human Resource Management

1. What are the pitfalls of job evaluation?
2. What limitations have you faced when preparing Job evaluation?
3. Are all jobs included in job evaluation?
4. Who performs job evaluation in your organization? What is its process?
5. Why job evaluation is important for an organization?
6. What method is used for job evaluation?
7. Why job evaluation is carried out in any organization?
8. On what basis job evaluation should be done?
9. How job evaluation is different from job description?
10. What is job evaluation?

Chapter - Human Resource Accounting

1. What challenges HRA faces?
2. Why HR accounting is required?
3. What are the advantages of HR accounting?
4. What methods do you use for HR accounting?
5. What is HR accounting?

Chapter - Compensation - Human Resource Management

1. What is payroll?
2. Are any Payroll Management System using in your organization?
3. What are Payroll source documents?
4. What factor do you consider while developing new compensation packages and salary slabs?
5. What reports are required by HR department for calculation of payroll?
6. What do you mean by vouching?
7. What is PT and how to calculate it?
8. Are you involved in payroll?
9. What is the percentage of deduction of PF and ESIC of employer and the employee?
10. What perks are included in a salary structure of executives?
11. What are the elements of salary?
12. What methods are used to pay an employee in an organization?

Chapter - Factories Act 1948 - Human Resource Management

1. What are the records required to be maintained by factories?
2. What is the procedure for cancellation of license?
3. When a license can be cancelled?
4. What is the procedure for applying for the renewal of license?
5. What postulates are mentioned in notice of period of work for adults?
6. What leave policy does workers follow under Factories Act?
7. What shall be rest intervals according to factories act?
8. When central government can appoint inquiry committee?
9. What obligations does a worker need to take care?
10. What penalties does face on the offence?
11. What rights does a worker possess?
12. When the maintenance of the factory should be done?
13. Who is a worker according to Factories Act?
14. What penalties do factories have to face on the offence of factories act 1948?
15. What power does an inspector possess?
16. What is the penalty for obstructing inspector in factories act?
17. What are the duties of an occupier while running a factory?
18. What welfare measures are taken in factories according to factories act 1948?
19. What precautions are taken in case of fire in factories act 1948?
20. What measures are given for floors and stairs under factories act?
21. What safety measures are taken in factories act 1948 for moving machineries?

22. When is a safety officer is appointed under Factories act 1948?
23. Is approval, registration and licensing of a factory mandatory?
24. What is the process for registration and licensing of a factory?
25. What is a factory according to Factories Act 1948?
26. Whether a child is allowed to work in a factory?
27. What is the working hour for adolescent worker? What restriction is imposed on him?
28. What restrictions are imposed to women workers under Factories act 1948?
29. Is an IT company is covered under the factories Act? If not, which kinds of establishments are covered under this act?
30. What are the responsibilities of a welfare officer?
31. When is welfare Officer is appointed under Factories Act 1958? What are his qualifications and duties?
32. What is the coverage area of Factories act 1948? Which authority is responsible for rules formations and enforcement of those rules?
33. What are the working hours of an adult worker?

Chapter - Human Resource Planning

1. What retention policy will you implement being an HR, if there is more absenteeism and attrition in the system?
2. How staffing table is different from replacement chart?
3. What do you mean by skill inventory? Explain outplacement and external labour supply.
4. What are the various HR plans which an HR professional needs to carry out?
5. What problems have you faced during HRP? Explain trend analysis with example.
6. Why do organizations have demand for human talent at various levels?
7. What is the purpose of having HRP in an organization?
8. What do you mean by HRP?

Chapter - Recruitment and selection - Human Resource Management

1. What are the alternatives to recruitment?
2. What is time lapse data? What are characteristics which an interviewer needs to observe or test in an applicant?
3. What is an application blank and what should be its content? Explain selection and steps involved.
4. Can you design a referral scheme for a telesales setup of an Insurance industry?

5. What is yield ratio and what according to you will be yield ratio for a BPO industry?
6. What do you understand by recruitment strategy?
7. What is recruitment and pre recruitment cycle?

Chapter - Unions and Management - Human Resource Management

1. What are the obligations of a union?
2. What are the advantages to the trade union after registration?
3. What are the grounds on which the registration of union can be cancelled?
4. What is trade union act and its legal frameworks?
5. What are the various kinds of union structures?
6. What are the various functional categories of trade union?
7. What are the objectives of trade union?
8. What do you mean by trade union?

Chapter - Career Development - Human Resource Management

1. How to develop a network which helps out in career development?
2. What will you include in self-assessment and research?
3. What are the tools for effective career planning?
4. What are the various stages of career development?
5. What is the process for career planning?
6. What do you mean by career planning? What are its objectives?
7. What are the mistakes which an individual should avoid to get ahead?
8. What are the various tools for career development in an organization?
9. What are the things which help an individual in career development?
10. What is career and career development?

Chapter - Collective Bargaining - Human Resource Management

1. What are strikes and lockouts?
2. What are the factors for effective bargaining?
3. What should a bargained keep in mind while bargaining?
4. What are the steps involved in collective bargaining? What are the famous bargaining tactics?
5. What may be the substance of bargaining?
6. What are the various kind of bargaining?
7. What are the features of collective bargaining?

8. What do you understand by collective bargaining?
9. Why collective bargaining takes place in an organization?

Chapter - Equal employment opportunity - Human Resource Management

1. How EEO is helpful from an employee's entry to exit in the company?
2. How is the EEO useful in promotions?
3. What includes under race discrimination?
4. What are the ways to communicate the Equal employment opportunity in the organization?
5. What is the equality of opportunity in matters of public employment?
6. Explain about disability discrimination in EEO law?
7. What may be the basis for discrimination? What is compulsory to insure as per equal employment opportunity law?
8. What is equal employment opportunity?
9. Which kind of people suffer from discrimination?

Chapter - Job design and analysis - Human Resource Management

1. Give the job description and job specification for an admin executive?
2. What is reengineering and how it is important in an organization?
3. What do you understand by job code and job families? What is PAQ and MPDQ?
4. What are the various methods to collect the data for job analysis?
5. What is the need of conducting job analysis?
6. What is job analysis? And its process.
7. How will you differentiate between job enlargement and job enrichment? Justify with any practical example?
8. What do you understand by Job design and job redesign? What do you mean by competencies?

Chapter - Performance appraisal - Human Resource Management

1. Why performance appraisal fails in an organization?
2. What are the problems with performance appraisal?
3. What is KRA? How can an organization make effective appraisal system?
4. What is 360-degree performance appraisal method?

5. What is MBO?
6. What are the various appraisal factors?
7. What are the benefits of performance appraisal to the employee? Who can be an appraiser?
8. What do you mean by Performance appraisal?

Chapter - Promotion, Transfer, Lay off, Discharge - HRM

1. What do you understand by attrition, what are ways to get attrited from organization?
2. What is discharge and dismissal? What are the reasons for discharge?
3. How retrenchment differs from termination?
4. What do you mean by lay off? How is it different from Retrenchment?
5. What are the problems associated with transfer?
6. What are the various kind of transfers?
7. What is transfer and why an organization choose transfer?
8. What is the advantage of promotion?
9. What is promotion and what are the bases of promotion?

Chapter - Selection testing and interviewing - Human Resource Management

1. What is the purpose of medical examination and reference checks?
2. What should be the content of an appointment letter?
3. What should be the content of an offer letter?
4. What is the difference between offer letter and appointment letter?
5. What is selection ratio? What are the various selection criteria which an interviewer should keep in mind while selecting a candidate?
6. If any selection made by firm is wrong or poor selection, what would be the costs to the company?
7. What do understand by screening Interview?
8. What is selection interview and give the types of interview?
9. What is selection test?

Chapter - Training and Management Development - HRM

1. What are the methods of evaluation?
2. What do you mean by evaluation of training program?
3. What are the merits and demerits of job rotation?
4. What are the various types of training?
5. What are the various areas of training? What is Job rotation?
6. What are the major differences between training and development?
7. What is development and what is the need of development?
8. When is the coaching useful? What will you do avoid training pitfalls?
9. What is apprentice training program and simulation? What is the difference between coaching and mentoring?
10. How many kinds of training programs are there?
11. What steps would you follow to conduct training program?
12. What is training? What is the need of training?

Chapter - Discipline - Human Resource Management

1. Explain Suspension ...?
2. What suggestions would you give to implement disciplinary action effectively in the organization?
3. On which factors is the code of conduct policy of a company determined?
4. How would you explain a Positive Discipline approach?
5. In which way is the Progressive Discipline approach beneficial for managers?
6. What steps are generally taken if either of the parties is guilty of the breach of code?
7. To ensure better discipline in an industry, on which points does Management & Union agree?
8. Which approach would you recommend to maintain the employee discipline? What are the basic objectives of the Code of Discipline in an industry?
9. Which factors are required for an effective disciplinary action?

Chapter - Grievance Handling - Human Resource Management

1. What are the steps involved in a Grievance procedure?
2. Does Grievance policy benefit both the employees & the employer?
3. Should Grievance Redressal training be made compulsory for the managers?
4. What are the key points to remember while handling a grievance?

5. Does an effective grievance redressal ensure healthy work environment? Role of managers in grievance handling.
6. Which approach would you recommend for the managers to use to manage the grievance effectively?
7. According to you, under which conditions can a grievance arise?
8. What do you understand by Grievance?

Chapter - Incentives- HRM

1. How can piece-work system be implied for a Group Incentive program? Should incentives be paid to indirect workers?
2. Recommend a plan for an organization which is unable to achieve targets in time. What is Halsey plan?
3. What do you understand by Taylor's & Merrick's Differential Piece-Rate system?
4. What suggestions would you give if an incentive scheme fails?
5. How should a group incentive scheme be designed for a team? Explain the process.
6. Do you think that incentives can portray any disadvantages?
7. Should Incentives be a part of Remuneration?

Chapter - Leadership - Human Resource Management

1. What is a Contingency theory of leadership?
2. What is a participative theory of leadership?
3. Which leadership style would you recommend for an organization?
4. How would you identify a leader from a group?
5. If leadership success is accepted as being critical to an organization's performance, why is so little support given to a leader on-boarding and early development?
6. How can Leadership be developed in today's scenario?
7. Which are the 3 levels of Leadership Model?
8. Does a team require a leader to accomplish its tasks?
9. How would you describe an autocratic & a Narcisitic leadership style?
10. What is leadership? Does it benefit the organization?

Chapter - Motivation - Human Resource Management

1. Do you think that the need for Achievement motivates employees?
2. How do you motivate yourself to keep going in completing the task in which you have failed many times?
3. How do you recommend that managers excite and motivate people?
4. What is motivation? Why is it a critical thing?
5. What is a Job Design? State the critical psychological factors.
6. Does quality of work life affect the organization's success?
7. Do you think Rewards play a better role as Motivators?
8. Have you ever faced a sense of Inequity? How was it restored?
9. Tell me about the time when you had to motivate an entire team to perform better.
10. How do you motivate underperforming team members?

