**Essentials of HRM**

**April 2023 Examination**

**Q1. The VP - HR manager of *‘Gyan Tutors Ltd’,* an online language-teaching website, decides to launch a new job analysis system for its employees, across all branches. As a part of his team, you are in-charge of handling the implementation of this new program. Discuss the scope for job analysis in this organisation. Give some examples, in the given context. (10 Marks)**

**Ans 1.**

**Introduction**

Job analysis is how we identify and report specific job information. It is a required process to identify the organization's advancement and growth scope. In this process, we need to choose the understanding, capacities, skills, and responsibilities of the job owner for effective performance in the details job. We must collect comprehensive information about the position to recognize the job owner's performance associated with his profession. Gyan tutors restricted have decided to introduce a new program related to job analysis for its employees throughout all the branches, and I have the responsibility to handle the implementation of this It is only half solved

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**Q2. *Healthcare Hospitals* is expanding its business from a 200-bed hospital to an 500-bed hospital. However, it needs to gather certain information for new job analysis. As their HR Consultant, explain in detail what information under different categories is required for job analysis. Add some examples for these different types of information. (10 Marks)**

**Ans 2.**

**Introduction**

Job analysis can be specified as gathering and evaluating information concerning a specific job setting, such as the required everyday obligations, responsibilities, certifications, hard and soft skills, the interaction required, anticipated results, required physical abilities, working conditions, and nature of supervision. Among the most typical ways to use the results of a job analysis is for our job summaries. Still, the information and numbers can likewise be made use of differently

**Q3. Pradeep is a fresher in a marketing firm. This is his first job and he was asked to make a presentation on the recruitment policy. However, he was quite confused with the different types of factors affecting recruitment methods. Therefore, he went to the HR department for more clarification. Help him answer the following questions:**

**a. Explain to him what are the different internal factors affecting recruitment of a company.**

**Give examples. (5 Marks)**

**Ans 3a.**

**Introduction**

Employees are a source to a firm; just these properties can be accomplished. Every company wishes to work with the best talent, which is possible with an effective employment plan.

Formulation and creation of recruitment plan managed by professional specialists from internal or outside the HR department, personnel workers, candidates, and commonly

**b. He was also quite curious about the external factors affecting recruitment plans in the organisation. Elaborate these with examples. (5 Marks)**

**Ans 3b.**

**Introduction**

As discussed earlier, human resources are an essential part of any business as the efficiency of doing jobs decides the company's future.

**Let's discuss outside factors that affect recruitment to the firm-**

**a) Political, social and legal environment-**The outside environment of business is also an