**Essentials of HRM**

**December 2023 Examination**

**Q1. Explain how you would do a job analysis for the position of “Successful Student” and create a job description using the various elements. Explain your choices of essential functions and job specifications.**

**Ans 1.**

**Introduction**

Job analysis is a systematic process of understanding the nature and requirements of a particular position. It involves gathering, documenting, and analyzing information about a job to provide a comprehensive understanding of its roles, responsibilities, and qualifications. When we think of job analysis, we often associate it with traditional occupations in the corporate world. However, the concept can be applied to any role, including that of a "Successful Student." A student's role is multifaceted, encompassing academic, extracurricular, and personal development aspects. By conducting a job analysis for the position of a "Successful Student," we aim to understand the key components that contribute

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**Q2. Which training methods would be most effective to train the taste testers? Discuss how each ofthe levels in Kirkpatrick’s model could be applied to the training for the positions.**

**Would another evaluation method be more relevant? Explain. (10 marks)**

**Ans 2.**

**Introduction**

Taste testers play a pivotal role in the food and beverage industry, ensuring that products meet specific quality and flavor standards before reaching the market. Training these professionals effectively is crucial, not only to ensure consistent product quality but also to maintain a brand's reputation. One of the widely recognized models for evaluating training programs is Kirkpatrick’s Four-Level Training Evaluation Model. This model provides a structured framework to assess the effectiveness of training at different stages, from the immediate reaction of the participants to the long-term impact on business outcomes. In the context of training taste testers, it becomes essential to understand how each level of

**Q3. Design an employee selection program for hiring stock traders. We already know what to look for as far as the technical skills are concerned such as accounting skills, economics, and so on. What we want is a program for screening out potential bad apples. To that end, please let us know the following:**

**a) What screening tests would you suggest, and why? (5 marks)**

**Ans 3a.**

**Introduction**

The financial industry, especially stock trading, is not just about numbers and market analysis; it's also about trust, integrity, and ethical decision-making. While technical skills are paramount, the character and moral compass of a stock trader can significantly impact an organization's reputation and financial health. Therefore, when designing an employee selection program for hiring stock traders, it's crucial to have robust screening mechanisms in

**b) What questions should we add to our application form? (5 marks)**

**Ans 3b.**

**Introduction (100 words)**

The application form is often the first point of interaction between a potential employee and an organization. For roles as critical as stock traders, where ethical considerations are paramount, the application form should be more than just a collection of personal details and qualifications. It should serve as a preliminary screening tool to gauge the applicant's values, ethical beliefs, and past behaviors. By incorporating specific questions tailored to assess these aspects, organizations can filter out candidates who might not align with their ethical