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Resource Management**

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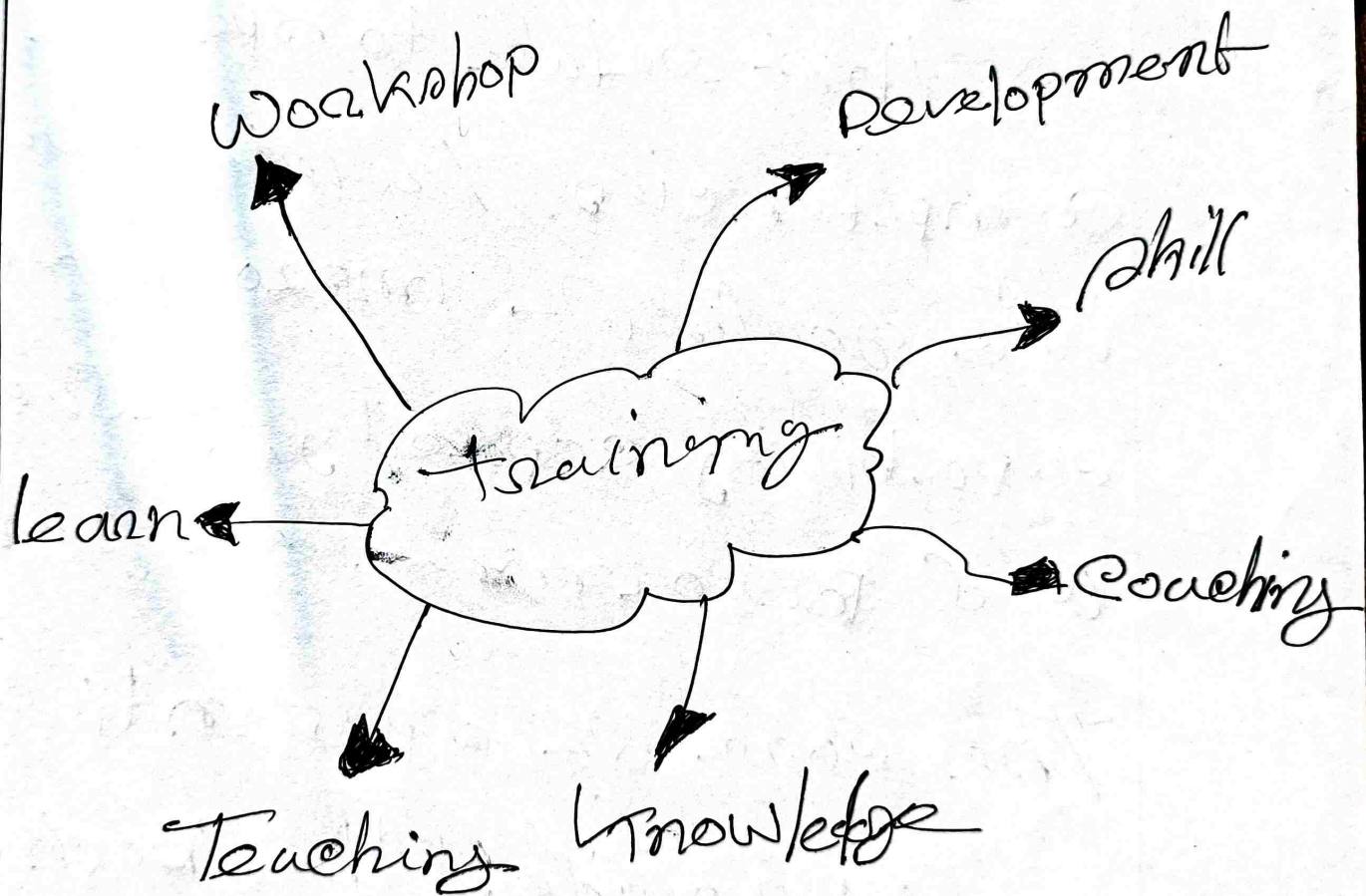
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Introduction to Human Resource Management

Ans. to the Q. No (1.)

① Training: Training is teaching or developing in oneself or others any skill and knowledge or information that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance. It forms the core of apprenticeships and provides the backbone of content at institutes or technology. In addition to

The basic training required for a trade, occupation or profession training may continue beyond initial competence to maintain



Training refers to the teaching and learning activities carried on the for primary purpose

p.t.o

The 5 steps in on the job training

Here are the 5 objective steps for on the job training program to keep your employees learning at work,

1) Define organizational training objectives.

2) Develop an action plan for training

3) Plan your implementation strategy

4) Determine which tools are required

Monitor the training program progress.

### \* Define organizational training

The first steps you need to take is to identify the need for training. Perhaps you could conduct a gap analysis and see if your employees lack certain skills. By doing this, you should be able to identify which departments or employees the training program should target. When creating an exercise plan from scratch, you need to evaluate

The areas you want your employees to focus on.

\* Develop an action plan for training

On the job training allows workers to experience working in conditions that are close to situations that they would expect to see every day. It will give them the necessary exposure to tools, equipment, and even hazards so that they develop the necessary senses to deal with the work efficiently and by problems that may arise there from while developing the on-

Job training program, the level of training that is provided and the learning styles of the participants should also be considered. Only 33% of employees are very satisfied with their current professional advancement opportunities available within their company. This satisfaction rate must be improved by providing more on employee learning opportunities. Companies can perform experiments like A/B tests with their initiatives as per P.T.O

\* Plan your implementation strategies: In the implementation phase, the on the job training plan is nurtured and brought to life. This is the phase where the program actually happens. The implementation of the employee training plan should consider employee participation and learning objectives and KPIs related to training activities and related resources planning. The training plan is then officially launched, promoted and implemented within the organization. Then we see



\* Determine which tools and systems are required without the buy-in of top management employee training plans will not succeed. The managers and team leader must also understand the employee needs and help them with the right tools to make work easier.

\* Monitor the training progress  
Ensure your employees have access to all available learning opportunities at work. Providing transparency and visibility of employees growth can motivate them to perform better. Comp

ies can reward them for their short-term achievements, which can boost employee morale and productivity. Think of what you want to achieve by training your employees for their

importance on the job training

is important as it allows employees to gain the most accurate insights on what a particular role entails and how their job will look on a daily basis. It allows employees to understand the workplace expectations which

Ans: the, Q. N (2)

Q. Briefly discuss the Big Five.  
The Big Five model, also referred to as the five factor model is a prominent personality theory that describes personality as the play between five personality traits or factors. These factors or characteristics include openness to experience, conscientiousness, agreeableness, extraversion and neuroticism. Numerous psychologists have further developed the Big Five model given  
P.T.O

its multifold applications to research, development and assessment of personality through the big five model of personality aims to understand the fundamentals of personality which are essential in social interactions with others especially workplace behavior. According to the big five model an individual's personality is the combination of five personality factors. The big five model is replicated across various cultures and backgrounds

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## Business Hackathons: Business

Hackathons are Hackathons used primarily to enhance business outcomes. Business Hackathons are innovative events that can be used for branding business, employee skilling and engagement. Business Hackathons are cross functional events that bring together people from different business verticals to brainstorm and solve a challenge, create a product prototype or conduct a case study.

## Board Succession Planning

Board succession planning is defined as a process undertaken by board members to identify successors for a board's leadership roles. It can be conducted to diversify or balance a board's composition, gain a fresh perspective by inducting new members, replacing dormant members, enhancing the committee's expertise and filling the skills gaps. Board succession planning is a part of leadership succession planning undertaken to maintain a

## Behavioral Assessment

A Behavioral Assessment refers to the process of observing, explaining and predicting a person's behavior using various methods such as interviews, questionnaires, activities, situational tests, etc. Behavioral assessment are widely used in educational, clinical and corporate settings. Behavioral tests are administered to measure behavioural competencies in the workplace such as collaboration, confidence

open mindedness etc. A Behavioral assessment test requires individuals to demonstrate behavioral competencies in one or more activities relevant to their job role assembles and actual organizational setup. They are widely used for recruitment and development purposes. Participants are presented with a series of realistic work related scenarios with possible courses of action and are evaluated on how they act on those scenarios.

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## Behavioral Assessment tools

Behavioral Assessment tools measure behavioral competencies in a simulated work environment. Behavioral assessment tools require candidates to demonstrate their behavioral skills in an activity that resembles an actual organizational situation. Behavioral assessment tools are available in

online and offline formats.

Some examples of online Behavioral assessment tools are

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## Behavioral Competency

Behavioral competency refers to any personality characteristics and behavioral attributes individuals may have that can help determine their quantity & success at roles for which they aspire. Behavioral competency is used to define employees' behavioral merits that ensue their success in future endeavors. Behavioral competencies include skills, Attitudes, Actions and qualities that distinguish top performers they vary across job roles and levels.

Ans<sup>s</sup> to the Q.N (3)

③ The common 50 most interview Job Question, I will discuss the best places for job interviews and 10 questions for these interviews. Review these most frequently asked interview questions and sample answers, and then prepare your responses based on your experience, skill and interest. Remember that it's less about providing the right answers and more about being P.T.O

stating that you're the best candidate for the job.

- ① Tell me about yourself.
- ② Why are you the best person for the job?
- ③ Why do you want this job?
- ④ How has your experience prepared you for this role?
- ⑤ Why are you leaving your current job? or Have left.
- ⑥ What is your greatest strength?

ght ?

(7) What is your Greatest Weakness ?

(8) How do you handle stress and pressure ?

(9) What are your salary expectations ?

(10) What are goals for the future ?

Besides, there are many types of interview.

\* Behavioral interview question.

\* Question to ask the interview

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\* what the interviewer should ask.

\* How to prepare for a job interview.

Discuss 10 best interview questions

\* tell me about yourself.

This is one of the first questions you are likely to be asked. Be prepared to talk about yourself and why you are an ideal candidate for the position. The interviewer wants to know why you are an excellent fit for the job. Try to answer question about yourself without giving too

much, or too little personal information in an interview.

\* Why are you the Best Person for the Job? are you the best candidate for the job, the hiring manager wants to know whether you have all the required qualifications. Be prepared to explain why you are the applicant who should be hired. Make your response a confident, concise, focused sales pitch that explains what you have to offer and why you should get the job.

\* Why do you want this job?

What are good fit for the position?

What would you accomplish

if you were hired? This interview

question gives you an oppor-

tunity to show the interviewer

what you know about the job

and the company. So take time

beforehand to thoroughly res-

earch the company, its products

services, culture and mission.

Be specific about what makes

you a good fit for this role



\* How has your experience prepared you for this Role? Hiring managers use this question to learn how your previous work experience and educational background fit the job. To prepare to respond, make a list of the most relevant qualifications you have and match them to the requirements listed in the Job Description. It's important to explain how your experience will help the employer if you were to be hired. You can use the STAR interview method.

\* Why are you leaving your  
Job? Be prepared with a respon-  
se to this question. You will need  
to give an answer that's hon-  
est and reflects your speci-  
fic circumstances but keeps  
it positive. ~~Even~~ if you quit  
under challenging circumstances,  
now isn't the best time to share  
what could now be conside-  
red as too much information  
with the interviewer. The interviewer  
wants to know why you left  
your job and why you want  
to work for their company.  
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\* What is your greatest strength?

Hint: This is one of the questions that employers almost always ask to determine how well you are qualified for the position.

\* What is your greatest weakness?

Another typical question that interviewers will ask is about your weaknesses. Do your best to bring your answers around positive aspects of your skills and abilities as an employee, turning seeming weaknesses into strengths.

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## Ans: the Q.N (4)

### (4) Basic testing concepts:

Selection is thus important. A test is basically a sample of a person's behavior. Using a test assumes the service is both reliable and valid.

Reliability: is a test's first requirement and refers to its consistency. A reliability test is one that yields consistent scores when a person takes two alternate forms of the test or when he or she takes the same test on two or more different occasions.

Example: A psychologist includes 10 items  
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on a test of vocational interests, believing that they all measure, in various ways, the test taker's interest in working outdoors. You administer the test and then statistically analyze the degree to which responses to these 10 items vary together. This would provide a measure of the internal reliability of the test.

Validity: Reliability, while indispensable, only tells you that the test is measuring something consistently. Validity tells you whether the test is measuring what you think it is.

it's supposed to be measuring.

test validity: validity refers to the correctness of the inferences that we can make are based on the test. with employment selection test, validity often refers to evidence that the test is job related in other words, that performance on the test is a valid predictor of subsequent performance on the test. is a valid predictor of subsequent performance on the job.

Basic testing concepts: in employment testing, there are two main ways to demonstrate a test's validity

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Criterion validity and content validity.

Criterion validity: A type of validity based on showing that persons on the test are related to job performance. It means demonstrating that those who do well on the test also do well on the job.

Content validity: A test that is content validity is one that contains a fair sample of the tasks and skills actually needed for the job in question.

example: A test that is content valid is one that contains a selection of students for mental health.

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ool, many schools give applicants chunks of chalk and ask them to carve something that looks like a tooth. If the content you choose for the test is a representative sample, then the test is content valid.

Basic testing concepts How to validate a test the validation process consists of five steps. analyze the job. compose your test, administer the test. relate the test and the criterion and cross-validate and revalidate.

Analyze the Job: The first step is to analyze the job write job descriptions and job specifications. Here

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you need to specify the business traits and skills you believe are required for adequate job performance.

Example: Must an applicant be verbal a good talker. Is programming required.

Relate your test scores and criteria

The next step is to ascertain if there is a significant relationship between scores and performance the criterion. The usual way to do this is to determine the statistical relationship between scores on the test and job performance

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using correlation analysis, which shows the degree of statistical relationship.

errors validate and revalidate;

Before putting the test into use, you may want to check it by errors validating, by again performing steps 3 and 4 on a new sample of employees. At a minimum, an expert should revalidate the test periodically.

computerized and online testing

Computerized testing is increasingly replacing conventional paper and pencil and manual tests. Many firms such as Beda