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#RM

Ans. to the Q. No - 1

Training refers to the process of acquiring knowledge, skills and behaviors that enable an individual to perform a particular task or job effectively. It can involve a range of activities such as workshops, seminars, on the job training. Training can be provided by employers, educational institute or professional organisations.

On the job training is a type of training that takes place in the workplace and involves employees learning new skills and knowledge while performing their

regular job duties. The steps in an effective on the job training process can include:-

1. Assessment of training needs: Identifying

what skills and knowledge the employee needs to acquire in order to perform their job more effectively.

2. Design of the training program:

Creating a plan for the on-the-job training program, including the training objectives, the content of the training and method of delivery.

3. Employee Orientation : Employee orientation

is the process used for welcoming a new employee into the organisation. The importance of employee orientation is two-fold. First

The goals of an orientation are as follows: reduce start-up costs, reduce anxiety, to reduce employee turnover save time for the supervisor and coworkers, set expectations and attitudes.

4. In house training : In-house training

programs are learning opportunities

developed by the organisation in which they are used. This is usually the second step in the training process and often is ongoing. Many companies provide in-house training on various HR topics as well, meaning it doesn't always have to relate to a specific job.

Some examples of in-house training include the following :-

- * Ethics training
- * Multicultural training
- * Communication training
- * Management training
- * Customer service training
- * Basic skills training.

5. Mentoring: Companies see the value in offering mentoring opportunities as the next step in training. Sometimes a mentor may be assigned during in-house training. ~~A member~~ ^{mentor} may be

A mentor is a trusted, experienced advisor who has direct investment in the development of an employee.

To work effectively, a mentoring program should become part of the company culture. Mentors are selected based on experience, willingness and personality.

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Am. to the a. No -

There are five basic dimensions of personality, often ~~reffer~~ referred to as the "Big 5" Personality traits.

Here are discuss about "Big 5" briefly -

1. Openness to experience: This trait

is often referred to as the depth of someone's mental experiences, or imagination.

It encompasses someone's desire to try new things, be open and think creatively.

People who score high in this area are generally artistic and curious, while those who score low tend to be

conventional and stay in their comfort zones.

2. Conscientiousness: This trait measures a person's reliability and dependability.

Someone who scores higher in this area is more goal-oriented, tends to control impulses and is usually very organised. There are likely to see success in school lower in this area are more likely to be impulsive and procrastination on assignment.

3. Extroversion : The extroversion trait

indicates how social and talkative a person may be. Those scoring high in extroversion are more assertive, socially confident and recharge from interacting with people.

4. Agreeableness : Agreeableness shows

how well someone can get along with other people. People scoring high in this trait are usually well-liked, sympathetic and affectionate, and those who score lower are perceived as

blunt, rude, and sarcastic.

5. Neuroticism: The last trait is also known as emotional stability. It measures how well a person can control emotions like anxiety and sadness. Scoring high in this area indicates that someone may be prone to those emotions and may also have low-self esteem. Those receiving a low score are probably more confident and adventurous.

Leaders can also use the big five on themselves to assess their behaviors

and demonstrate to employees how to not only maximise their strengths but also learn from their weaknesses as they drive the organisation to success and continue to evaluate organisational behaviour.

Ans. to the Q. No - 3

There are many types of questions a job holder face during the course of a interview :-

1. Credential verification questions : This type of question includes "what is your GPA?" and "how long were you at?"

Also known as resume verification questions.

The purpose is to objectively verify the credentials presented in your background.

2. Experience verification question: This

type of question includes "what did you learn in that class?" and "what were your responsibility in that position?"

3. Opinion question: This type of question

includes "what would you do in this situation?" and "what is your greatest weakness"

4. Behavioral question: This types of

question includes "can you give me a specific example of how you did that?" and "what were the steps you followed to deliver that result?"

5. Competency questions: This types

question includes "can you give me a specific example of your leadership skills?"

6. Brainteaser questions: This type of

question includes "what is 1000 divided by 73?" to "How many ping pong balls could fit in a volkswagen?" to complex algorithms.

7. Case questions: This type of question

includes problem-solving questions ranging

from: "How many gas stations are

there in Europe?" to "what is your

estimate for the global online retail

market for books?"

These are the questions for a job

or any types of interview.

Ans. to the Q. No - 4

Testing is used to assess the skills and knowledge of job applicants and employees.

The basic concepts of testing are -

1. Personality test: Tests that assess

an individual's behavior, preferences and motivations. These tests are often used

to match job applicants to suitable

roles or to assess the compatibility of

team members.

2. Employee skill assessment: The process

of evaluating an employee's current skills

to determine their strengths and areas

for improvement.

This can help with career development and succession planning.

3. Cognitive ability test: Tests that assess

an individual's problem-solving, reasoning and mental agility. These tests are used to evaluate an applicant's potential to learn and perform on the job.

4. Test validity: The validity of a test

refers to its ability to accurately measure what it is intended to measure. The

reliability test refers to the consistency

of the test results over time, and

across different groups of people.

5. Test administration: The process of administering a test to job applicants or employees, including preparing test materials, scheduling tests, and scoring test result.

6. Test scoring and interpretation: The process of evaluating and interpreting test results to determine an individual's abilities and potential.

Aptitude test: This test is designed to measure an individual's ability to perform specific tasks and to solve problems, as well as their ability to

to learn and adapt to new information and situations.

Testing plays an important role in HRM by helping organisations to select and develop the best employees for their needs. It is important to ensure that tests are administered and used in a fair and ethical manner and that the results are used to ~~sup~~ support rather than replace human judgement.