



Worksheet (Module 3/4)

Subject – Business Studies

Class - XII

Chapter 6 – Staffing

1. Which of the following is not a process of selection?
 - (a) Testing
 - (b) Checking references
 - (c) Attitude formation**
 - (d) Medical examination
2. In the job application form for the post of Production Manager, Ketan had given details of his present employer. The company contacted the General Manager of his present company to establish Ketan's credibility. Identify the step in selection process being described in the above lines.
(Hint: Reference & background checking)
3. Identify the correct sequence of the steps involved in the selection process
 - (a) Medical Examination, Contract of Employment, Reference and Background checking, Selection Decision, Job Offer
 - (b) Reference and Background checking, Selection Decision, Contract of Employment, Medical Examination, Job Offer
 - (c) Job Offer, Reference and Background checking, Selection Decision, Medical Examination, Contract of Employment
 - (d) Reference and Background checking, Selection Decision, Medical Examination, Job Offer, Contract of Employment**
4. This test is an indicator of a person's learning ability or the ability to make decisions and judgements.
 - (a) Trade test
 - (b) Personality test
 - (c) Intelligence test**
 - (d) Aptitude test
5. It is a measure of an individual's potential for learning new skills.
 - (a) Trade test
 - (b) Personality test
 - (c) Intelligence test
 - (d) Aptitude test**
6. These tests measure the existing skills of the individual in terms of the level of knowledge and proficiency in the area of professions or technical training.
(a) Trade test

- (b) Personality test
 - (c) Intelligence test
 - (d) Aptitude test
7. These tests are used to know the pattern of interests or involvement of a person.
- (a) Trade test
 - (b) Personality test
 - (c) Intelligence test
 - (d) Interest test**
8. It is the process of choosing from the pool of the prospective job candidates developed at the stage of recruitment.
- (a) Selection**
 - (b) Training
 - (c) Recruitment
 - (d) Orientation
9. It is the process of introducing the selected employee to other employees and familiarising him with the rules and policies of the organisation.
- (a) Orientation**
 - (b) Selection
 - (c) Training
 - (d) Recruitment
10. It refers to the employee occupying the position or post for which the person has been selected.
- (a) Orientation
 - (b) Selection
 - (c) Placement**
 - (d) Recruitment
11. Why selection is also called a negative process?
12. Define the term selection.
13. Give any three points of difference between recruitment and selection.