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| **SESSION** | **JUL - AUG 2024** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **III** |
| **COURSE CODE & NAME** | **DHRM304 HUMAN RESOURCE AUDIT** |
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**Assignment Set – 1**

**1. Describe recruiting? Explain different types of interviews.**

**Ans 1.**

Recruiting refers to the process of identifying, attracting, interviewing, selecting, and onboarding employees to fill a specific role within an organization. It is one of the most critical functions of human resource management because hiring the right talent directly impacts the organization’s performance and productivity. Recruitment involves various stages such as understanding the job requirements, attracting candidates through advertisements or other means, screening applications, conducting interviews, and finally making the job offer.

Effective recruiting ensures that organizations find suitable candidates who not only meet the

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**2. Explain various human resource development systems.**

**Ans 2.**

Human Resource Development (HRD) systems are frameworks designed to help organizations enhance the skills, knowledge, and capabilities of their employees. HRD focuses on improving employee performance, fostering growth, and aligning individual goals with organizational objectives. A well-structured HRD system is essential for building a motivated and competent workforce, thereby ensuring the long-term success of the organization.

**3. Explain the main objectives of human resource planning in an organization.**

**Ans 3.**

Human Resource Planning (HRP) is the process of forecasting an organization’s future human resource needs and developing strategies to meet those needs. HRP is essential for ensuring that the organization has the right number of employees with the required skills to achieve its objectives. It is a strategic function that aligns workforce planning with the overall goals of the organization.

**The main objectives of HRP include:**

**Ensuring Adequate Staffing**: One of the primary objectives of HRP is to ensure that the

**Assignment Set – 2**

**4. Write a short note on the effectiveness of Human Resource Development Audit as an intervention.**

**Ans 4.**

**Effectiveness of Human Resource Development Audit as an Intervention**

Human Resource Development (HRD) Audit is a systematic examination of HR practices, policies, and systems to evaluate their effectiveness in meeting organizational objectives. As an intervention, HRD audits are a powerful tool for assessing whether the human resource systems are aligned with the strategic goals of the organization. The effectiveness of an HRD audit lies in its ability to identify gaps, recommend improvements, and enhance overall

**5. What are the main reasons behind human resource valuation?**

**Ans 5.**

**Main Reasons Behind Human Resource Valuation**

Human Resource Valuation (HRV) refers to the process of assessing the monetary value of an organization’s human resources. It involves quantifying the economic contribution of employees to the organization and recognizing their value as critical assets. Several reasons underline the importance of HR valuation in today’s business landscape.

One of the primary reasons for HR valuation is to enhance decision-making at the managerial level. By quantifying the value of employees, organizations can better allocate resources,

**6. Explain the term employee handbook. Also, discuss various types of pre- employment testing involved in hiring process.**

**Ans 6.**

**Employee Handbook and Types of Pre-Employment Testing**

An employee handbook is a comprehensive document that outlines an organization’s policies, procedures, expectations, and workplace culture. It serves as a guide for employees, providing clarity on their roles, responsibilities, and rights within the organization. Typically, the handbook includes information on topics such as workplace conduct, benefits, leave

productive and well-aligned workforce.