

Unit 1 : Job Analysis

sr. no.	Question	Options
1	A method for describing jobs and/or the human attributes necessary to perform them.	a) Job Evaluation b) Job Analysis c) Selection of Employees d) On job training
2	Brannick et al's hierarchy that contains five levels of specificity comes under which of the following approaches of job analysis?	a) Selection-oriented job analysis b) Person-oriented job analysis c) Task-oriented Job analysis d) Job-oriented job analysis
3	The employee's knowledge, skills, abilities, and other characteristics necessary for a job are called?	a) KSAOs b) KASOs c) SKAOs d) AKSOs
4	Which of the following is not the purpose behind Job analysis?	a) Career development b) Training c) Job design d) Knowledge
5	_____ (one of the ways of collecting information about job analysis) advantage is to provide the context in which the job is done and provides extensive detail about the job.	a) Perform the job b) Observe employees on the job c) Interview SMEs d) Administer questionnaires to SMEs
6	Following five components of job features are represented in which method of job analysis? 1. Use of tools and equipment 2. Perceptual and physical requirements 3. Mathematics	a) Job Components Inventory (JCI) b) Functional Job Analysis (FJA) c) Position Analysis Questionnaire (PAQ) d) Task Inventory

	4. Communication 5. Decision making and responsibility	
7	<p>This method of job analysis uses observation and interviews with SMEs to provide both a description of a job and scores on several dimensions concerning the job and potential workers.</p>	<ul style="list-style-type: none"> a) Job Components Inventory b) Task Inventory c) Position Analysis Questionnaire (PAQ) d) Functional Job Analysis (FJA)
8	<p>The questionnaire itself contains 189 items dealing with the task requirements or elements of jobs. A KSAO profile for a job can be developed from the elements describes which of the following methods?</p>	<ul style="list-style-type: none"> a) Job Components Inventory (JCI) b) Task Inventory c) Position Analysis Questionnaire (PAQ) d) Functional Job Analysis (FJA)
9	<p>A questionnaire that contains a list of specific tasks that might be done on a job that is being analysed. This inventory also contains one or more rating scales for each task. Ratings might be made on dimensions such as:</p> <ul style="list-style-type: none"> -Amount of time spent doing the task -Criticality of the task for doing a good job -Difficulty of learning the task -Importance of the task <p>Describes which of the following methods of job analysis?</p>	<ul style="list-style-type: none"> a) Job Components Inventory b) Task Inventory c) Position Analysis Questionnaire (PAQ) d) Functional Job Analysis (FJA)

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10	A family of quantitative techniques that are used to scientifically determine the salary levels of jobs is called?	<ul style="list-style-type: none"> a) Performance Appraisal b) Job Evaluation c) Selection of Salary d) Job Analysis
11	Which of the following is a collection of duties that can be performed by a single individual?	<ul style="list-style-type: none"> a) Position b) Duty c) Task d) Activity
12	Which of the following is accomplished by performing one or more associated tasks.	<ul style="list-style-type: none"> a) Position b) Duty c) Task d) Activity
13	In which of the following a number of very specific actions or <i>elements</i> are involved?	<ul style="list-style-type: none"> a) Position b) Duty c) Task d) Activity
14	Which of the following characteristics does not focus mainly on job performance itself?	<ul style="list-style-type: none"> a) Knowledge b) Skills c) Abilities d) Other characteristics
15	A person's aptitude or capability to do job tasks or learn to do job tasks.	<ul style="list-style-type: none"> a) Knowledge b) Skills c) Abilities d) Other characteristics
16	A person needs to know to do a particular job.	<ul style="list-style-type: none"> a) Knowledge b) Skills c) Abilities d) Other characteristics
17	A progression of positions is established for individuals who acquire the necessary skills and maintain good job performance is called?	<ul style="list-style-type: none"> a) Job Security a) Career Ladder b) Promotions c) Increment

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18	Which of the following have become popular in organizations to reward employees for acquiring the knowledge and skills needed to both improve performance and be promoted?	<ul style="list-style-type: none"> a) Competency systems b) Increment c) Promotions d) Job evaluation
19	An important legal concept in U.S. employment is that of _____ which are actions that must be done on a job.	<ul style="list-style-type: none"> a) Comparable worth b) Essential function c) Critical incidents d) Trained performers
20	_____are instances of behavior that represent different levels of job performance from outstanding to poor, and they become an important part of the assessment of performance.	<ul style="list-style-type: none"> a) Comparable worth b) Essential function c) Critical incidents d) Trained performers
21	Five components of job features are represented in the JCI : 1. Use of tools and equipment 2. Perceptual and physical requirements 3. Mathematics 4. Communication 5. Decision making and responsibility	<ul style="list-style-type: none"> a) Job Components Inventory (JCI) b) Task Inventory c) Position Analysis Questionnaire (PAQ) d) Functional Job Analysis (FJA)
22	The concept of _____ means that different but comparable jobs should be paid the same.	<ul style="list-style-type: none"> a) Comparable worth b) Essential function c) Critical incident d) Trained performers
23	Which of these are not the 4 sources of seeking job analysis information?	<ul style="list-style-type: none"> a) Job analysts b) Supervisors c) Job incumbents d) Trained performers
24	_____ provides a means to gauge the comparable worth of jobs.	<ul style="list-style-type: none"> a) Comparable worth b) Essential function c) Compensable factors d) Job evaluation

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25	_____ are characteristics that will serve as the basis for the evaluation.	a) Comparable worth b) Essential function c) Compensable factors d) Job evaluation

Unit 2: Performance Appraisal

Sr. No.	Questions	Options
1	_____ refers to that part of the actual criterion that reflects something other than what it was designed to measure.	a) Dynamic criterion b) Criterion deficiency c) Criterion relevance d) Criterion contamination
2	_____ means that the actual criterion does not adequately cover the entire theoretical criterion.	a) Dynamic criterion b) Criterion deficiency c) Criterion relevance d) Criterion contamination
3	_____ is the extent to which the actual criterion assesses the theoretical criterion it is designed to measure, or its construct validity	a) Dynamic criterion b) Criterion deficiency c) Criterion relevance d) Criterion contamination
4	Variability of performance over time is referred to as the _____, although it is the performance and not the standard that changes.	a) Dynamic criterion b) Criterion deficiency c) Criterion relevance d) Criterion contamination
5	_____ consists of extra voluntary things employees do to benefit their coworkers and organizations, such as volunteering to carry out extra tasks or helping coworkers	a) Objective measures b) Contextual performance c) graphic rating form d) Subjective measures
6	_____ are counts of various behaviors	a) Objective measures b) Contextual performance c) graphic rating form d) Subjective measures
7	_____ are ratings by people who should be knowledgeable about the person's job performance	a) Objective measures b) Contextual performance c) graphic rating form d) Subjective measures
8	The most popular type of subjective measure is the _____, which is used to assess individuals on several dimensions of performance.	a) Objective measures b) Contextual performance c) graphic rating form d) Subjective measures

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9	The _____ concentrate on behaviors that the person has done or could be expected to do.	<ul style="list-style-type: none"> a) Behavior focused forms b) Behavior Observation Scale (BOS) c) Behaviorally Anchored Rating Scale (BARS) d) Mixed Standard Scale (MSS)
10	The _____ is a rating scale in which the response choices are defined in behavioral terms	<ul style="list-style-type: none"> a) Behavior focused forms b) Behavior Observation Scale (BOS) c) Behaviorally Anchored Rating Scale (BARS) d) Mixed Standard Scale (MSS)
11	The _____ provides the rater with a list of behaviors that vary in their effectiveness	<ul style="list-style-type: none"> a) Behavior focused forms b) Behavior Observation Scale (BOS) c) Behaviorally Anchored Rating Scale (BARS) d) Mixed Standard Scale (MSS)
12	The _____ contains items that are based on critical incidents, making it somewhat like an MSS	<ul style="list-style-type: none"> a) Behavior focused forms b) Behavior Observation Scale (BOS) c) Behaviorally Anchored Rating Scale (BARS) d) Mixed Standard Scale (MSS)
13	_____ a form focuses on specific behaviors, it must be developed for a specific job or family of jobs. The process involves four steps and can take a long time to complete.	<ul style="list-style-type: none"> a) Behavior Observation Scale (BOS) b) Development of Behavior-Focused Forms c) Behaviorally Anchored Rating Scale (BARS) d) Mixed Standard Scale (MSS)
14	_____ a belief about characteristics of the members of a group.	<ul style="list-style-type: none"> a) Halo error b) Stereotype c) Prototype d) Leniency errors

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15	_____, which is a model of some characteristic or type of person	<ul style="list-style-type: none"> a) Halo error b) Stereotype c) Prototype d) Leniency errors
16	_____ occurs when a rater gives an individual the same rating across all rating dimensions, despite differences in performance across dimensions	<ul style="list-style-type: none"> a) Halo error b) Stereotype c) Prototype d) Leniency errors
17	_____ occur when the rater rates everyone at the favorable end of the performance scale.	<ul style="list-style-type: none"> a) Halo error b) Stereotype c) Prototype d) Leniency errors
18	_____ occur when the rater rates everyone at the unfavorable end of the performance scale.	<ul style="list-style-type: none"> a) Stereotype b) Severity errors c) Prototype d) Leniency errors
19	_____ errors occur when a rater rates everyone in the middle of the performance scale.	<ul style="list-style-type: none"> a) Central tendency b) Severity errors c) rater error training d) Leniency errors
20	The objective of _____ is to familiarize raters with rater errors and to teach them to avoid these rating patterns.	<ul style="list-style-type: none"> a) Central tendency b) Severity errors c) rater error training d) Leniency errors
21	The use of multiple perspectives for manager feedback has been called _____	<ul style="list-style-type: none"> a) Performance criteria b) 360-degree feedback c) Central tendency d) Rater training
22	_____ is another approach that has been attempted to reduce errors	<ul style="list-style-type: none"> a) Performance criteria b) 360-degree feedback c) Central tendency d) Rater training

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23	number of specific practices, such as basing the system on a job analysis and providing _____, reduce the chances that an organization will lose in court if challenged.	a) Performance criteria b) 360-degree feedback c) Central tendency d) Rater training
24	The first step in evaluating job performance is to develop _____ that define good and poor performance.	a) Performance criteria b) 360-degree feedback c) Central tendency d) Rater training
25	Subjective measures are ratings by _____	a) Performance criteria b) 360-degree feedback c) supervisors d) Rater training

Unit 3: Assessment Methods for Selection and Placement

Sr. No.	Questions	Options
1	A _____ consists of a standard set of items or tasks that a person completes under controlled conditions.	a) psychological test b) work sample c) Biographical information forms d) Interview
2	_____ ask about relevant prior experiences, such as level of education and work experience	a) psychological test b) work sample c) Biographical information forms d) Interview
3	The _____ is a meeting between the job applicant and someone at the employing organization who will have input into the hiring decision.	a) psychological test b) work sample c) Biographical information forms d) Interview
4	A _____ is a test that asks a person to perform a simulated job.	a) psychological test b) work sample c) Biographical information forms d) Interview
5	An _____ is a series of exercises, including simulated job tasks, that measure how well a person can perform a job.	a) assessment center b) group test c) closed-ended test d) open-ended test
6	A _____ can be administered to several people at once.	a) assessment center b) group test c) closed-ended test d) open-ended test
7	a _____, the test taker must choose one from several possible responses, as in a multiple-choice test.	a) assessment center b) group test c) closed-ended test d) open-ended test
8	An _____ - is like an essay exam. The test taker must	a) assessment center b) group test c) closed-ended test d) open-ended test

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	generate a response rather than choosing a correct response.	
9	a _____, the test is on a piece of paper or other printed (or electronic) medium, and the responses are made in written form, often with a pencil.	<ul style="list-style-type: none"> a) speed test b) paper-and-pencil test c) power test d) cognitive ability e) test
10	A _____ gives the test taker almost unlimited time to complete the test.	<ul style="list-style-type: none"> a) speed test b) paper-and-pencil test c) power test d) cognitive ability e) test
11	A _____ has a strict time limit.	<ul style="list-style-type: none"> a) speed test b) paper-and-pencil test c) power test d) cognitive ability e) test
12	An intelligence or IQ test of general cognitive ability is the best-known _____.	<ul style="list-style-type: none"> a) speed test b) paper-and-pencil test c) power test d) cognitive ability e) test
13	_____ assess such things as ability to manipulate objects and use tools.	<ul style="list-style-type: none"> a) Psychomotor ability tests b) achievement test c) power test d) cognitive ability test
14	A knowledge and skill test, often called an _____, is designed to assess a person's present level of proficiency.	<ul style="list-style-type: none"> a) Psychomotor ability tests b) achievement test c) power test d) cognitive ability test
15	A _____ is the predisposition or tendency to behave in a particular way across different situations	<ul style="list-style-type: none"> a) personality trait b) emotional intelligence (EI). c) work sample d) Interview

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16	A characteristic that falls between a personality trait and a cognitive ability is _____	<ul style="list-style-type: none"> a) personality trait b) emotional intelligence (EI). c) work sample d) Interview
17	An _____ is designed to predict whether or not an employee will engage in counterproductive or dishonest behavior on the job.	<ul style="list-style-type: none"> a) personality integrity test b) integrity test c) vocational interest test d) overt integrity test
18	The _____-test assesses a person's attitudes and prior behavior.	<ul style="list-style-type: none"> a) personality integrity test b) integrity test c) vocational interest test d) overt integrity test
19	The _____ assesses personality characteristics that have been found to predict counterproductive behavior	<ul style="list-style-type: none"> a) personality integrity test b) integrity test c) vocational interest test d) overt integrity test
20	A _____ matches either the interests or the personality of the test taker to those of people in a variety of different occupations and occupational categories	<ul style="list-style-type: none"> a) personality integrity test b) integrity test c) vocational interest test d) overt integrity test
21	_____ asks about specific experiences at school and work, or even in other areas of life.	<ul style="list-style-type: none"> a) biographical inventory b) structured interview c) empirical biographical inventory d) unstructured interview
22	The _____ is developed by administering a large number of potential items to a group of employees in a particular job	<ul style="list-style-type: none"> a) biographical inventory b) structured interview c) empirical biographical inventory d) unstructured interview

23	_____ - , the interviewer asks whatever questions come to mind	a) biographical inventory b) structured interview c) empirical biographical inventory unstructured interview
24	_____, the interviewer has a preplanned series of questions that are asked of every person who is interviewed.	a) biographical inventory b) structured interview c) empirical biographical inventory unstructured interview
25	An _____ asks the assessee to pretend that it is the first day of a new job and he or she has found a series of items in his or her in-basket.	a) in-basket exercise b) problem-solving simulation c) Computer adaptive testing (CAT) d) leaderless group exercise
26	In a _____, several assesseees are given a problem to solve together.	a) in-basket exercise b) problem-solving simulation c) Computer adaptive testing (CAT) d) leaderless group exercise
27	In a _____, the assessee is given a problem and is asked to come up with a solution, perhaps by producing a report.	a) in-basket exercise b) problem-solving simulation c) Computer adaptive testing (CAT) d) leaderless group exercise
28	_____ is a flexible computerized approach to item administration where items given to a test taker are chosen based on prior correct or incorrect responses.	a) in-basket exercise b) problem-solving simulation c) Computer adaptive testing (CAT) d) leaderless group exercise

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1	The _____ is concerned with the objectives of the organization and how they are addressed by the performance of employees	a) organization level b) job level c) person level d) transfer of training
2	_____ is concerned with the nature of tasks involved in each job	a) organization level b) job level c) person level transfer of training
3	The _____ is concerned with how well job applicants or present employees are able to do job tasks	a) organization level b) job level c) person level transfer of training
4	organizational training is conducted with the expectation that employees will apply what they have learned on the job. This is called _____	a) organization level b) job level c) person level transfer of training
5	_____ should be built into the training as appropriate so that the trainee can tell if he or she is learning the correct material.	a) Feedback b) General principles c) Overlearning d) Identical elements,
6	_____ - mean that training should teach why something is done as well as how it should be done.	a) Feedback b) General principles c) Overlearning d) Identical elements,
7	_____ which means that the responses in the training situation are identical to those in the job situation.	a) Feedback b) General principles c) Overlearning d) Identical elements,
8	_____ - refers to giving the trainee practice beyond that necessary to reach a criterion for success in training.	a) Feedback b) General principles c) Overlearning

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		d) Identical elements,
9	_____, meaning that a task (e.g., driving a car or riding a bicycle) can be done smoothly without the person having to mentally monitor or pay attention to how he or she is performing.	a) Massed training b) Automaticity c) Whole training d) Part training
10	_____ refers to breaking a task into components, which are learned one at a time.	a) Massed training b) Automaticity c) Whole training d) Part training
11	_____ occurs when the entire task is taught at one time rather than breaking it into individual components	a) Massed training b) Automaticity c) Whole training d) Part training
12	_____ means that the training sessions are long in duration and take place over a relatively short period of time	a) Massed training b) Automaticity c) Whole training d) Part training
13	_____ means that training sessions are relatively short and are spread out over time.	a) Spaced training b) Audiovisual instruction c) pretest-posttest design d) Massed training
14	_____ involves the electronic presentation of materials using an audiotape, videotape, DVD, or computer	a) Spaced training b) Audiovisual instruction c) pretest-posttest design d) Massed training
15	The _____ is intended to provide information about how much the trainees gained from the training	a) Spaced training b) Audiovisual instruction

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		<ul style="list-style-type: none"> c) pretest-posttest design d) Massed training
16	A _____ is a meeting of trainees and a trainer to discuss the material in question	<ul style="list-style-type: none"> a) Conference b) Lecture c) On-the-job training d) Modeling
17	A _____ is a presentation by a trainer to a group of trainees. Its major advantage is its efficiency.	<ul style="list-style-type: none"> a) Conference b) Lecture c) On-the-job training d) Modeling
18	_____ - involves having trainees watch someone perform a task and then model what they have seen.	<ul style="list-style-type: none"> a) Conference b) Lecture c) On-the-job training d) Modeling
19	_____ is not a particular method but is any method used to show employees how to do the job while they are doing it.	<ul style="list-style-type: none"> a) Conference b) Lecture c) On-the-job training d) Modeling
20	_____ concern the trainee's behaviors on the job that might have been due to training	<ul style="list-style-type: none"> a) Behavior criteria b) Electronic training c) Reactions criteria d) Mentoring
21	_____ refer to how much each trainee liked the training and how much the trainee believed he or she got out of it.	<ul style="list-style-type: none"> a) Behavior criteria b) Electronic training c) Reactions criteria d) Mentoring
22	_____ is the latest trend in both organizational training and university education.	<ul style="list-style-type: none"> a) Behavior criteria b) Electronic training

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		<ul style="list-style-type: none"> c) Reactions criteria d) Mentoring
23	_____ is a special kind of work relationship between two employees where the more experienced offers advice/coaching, counseling, and friendship and serves as a role model	<ul style="list-style-type: none"> a) Behavior criteria b) Electronic training c) Reactions criteria d) Mentoring
24	_____ are concerned with what people are able to do at the end of training in the training environment itself rather than on the job.	<ul style="list-style-type: none"> a) Training-level criteria b) Performance-level criteria c) Results criteria d) Reactions criteria
25	_____ are concerned with the person's performance on the job rather than in the training setting.	<ul style="list-style-type: none"> a) Training-level criteria b) Performance-level criteria c) Results criteria d) Reactions criteria
26	_____ deal with whether the training had its intended effect.	<ul style="list-style-type: none"> a) Training-level criteria b) Performance-level criteria c) Results criteria d) Reactions criteria