

ASSESSMENT # 2

Total Marks: 30

Answer the following questions:

Q: 1: Short Questions (15)

- I. Outline the three important considerations when looking for candidates.
- II. Describe some advantages and disadvantages of using the Internet for employee recruitment.
- III. Define 'screening resumes'.
- IV. What is performance-based assessment?
- V. Explain the advantages of performance-based assessment.

Q: 2: Outline the various guidelines for creating an effective job advertisement. (7)

Q: 3: What are the differences between technical skills and performance skills? Explain, giving examples. (8)

