

UNIT-3
ORGANIZATION AND HRM : PRINCIPLES OF ORGANIZATION
WORKSHEET-3

1. Organizational design primarily focuses on []
 - A) Financial planning
 - B) Structuring roles and responsibilities
 - C) Marketing strategies
 - D) Product pricing

2. Which organizational structure is based on functions like marketing, finance, and HR? []
 - A) Matrix structure
 - B) Functional structure
 - C) Divisional structure
 - D) Network structure

3. Departmentalization refers to []
 - A) Hiring employees
 - B) Grouping activities into departments
 - C) Training workers
 - D) Evaluating performance

4. Delegation means []
 - A) Transferring authority and responsibility
 - B) Monitoring employee attendance
 - C) Hiring new staff
 - D) Centralizing decision making

5. Empowerment in organizations involves []
- A) Reducing employee roles
 - B) Giving employees authority and autonomy
 - C) Increasing supervision
 - D) Limiting decision-making power
6. Centralization refers to []
- A) Decision-making at lower levels
 - B) Distribution of authority
 - C) Concentration of authority at top level
 - D) Employee participation
7. Decentralization means []
- A) Authority is retained at the top
 - B) Authority is distributed to lower levels
 - C) No authority is given
 - D) Elimination of management
8. Organizational culture refers to []
- A) Formal rules and policies
 - B) Shared values, beliefs, and norms
 - C) Organizational profits
 - D) Employee salaries
9. Organizational climate is best described as []
- A) Physical working conditions only
 - B) Employees' perception of the work environment
 - C) Company's financial status
 - D) Organizational hierarchy
10. Job satisfaction refers to []
- A) Employee salary
 - B) Employee's positive feeling about their job
 - C) Organizational profit
 - D) Workload only

11. Job enrichment involves []

- A) Increasing number of tasks
- B) Adding more responsibility and meaningful work
- C) Reducing workload
- D) Eliminating tasks

12. Job enlargement refers to []

- A) Increasing job depth
- B) Increasing job tasks horizontally
- C) Decreasing job roles
- D) Changing job location

13. Talent management focuses on []

- A) Managing finances
- B) Attracting, developing, and retaining employees
- C) Marketing products
- D) Reducing workforce

14. Recruitment is the process of []

- A) Selecting the best candidate
- B) Attracting potential candidates
- C) Training employees
- D) Evaluating performance

15. Performance appraisal is used to []

- A) Hire employees
- B) Train employees
- C) Evaluate employee performance
- D) Promote products

FILL IN THE BLANKS

1. Organizational design deals with the creation of _____ and responsibilities within an organization.
2. Grouping of activities into departments is known as _____.
3. The process of transferring authority to subordinates is called _____.
4. Giving employees more autonomy and decision-making power is known as _____.
5. When decision-making authority is concentrated at the top level, it is called _____.
6. The distribution of authority to lower levels of management is known as _____.
7. Shared values, beliefs, and norms in an organization form its _____.
8. Employees' perception of the work environment is called organizational _____.
9. A positive emotional response towards one's job is known as job _____.
10. Increasing the depth of a job by adding responsibilities is called job _____.
11. Expanding the number of tasks performed by an employee is known as job _____.
12. The process of attracting potential candidates for a job is called _____.
13. The process of choosing the most suitable candidate is known as _____.
14. Improving employee skills and knowledge is referred to as _____ and development.
15. Evaluating employee performance is called performance _____.