

Past exam paper questions – Topic 2.5

Q1.

Answer the question with a cross in the box you think is correct . If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

Which **one** of the following documents would not be produced by a business as part of the recruitment process?

Select **one** answer.

- A CV
- B Job advert
- C Job description
- D Person specification

(Total for question = 1 mark)

Q2.

Answer the question with a cross in the box you think is correct . If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

Which **one** of the following is not a form of training?

Select **one** answer.

- A Formal
- B Informal
- C Ongoing
- D Retention

(Total for question = 1 mark)

Q3.

Answer the question with a cross in the box you think is correct . If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

Which **one** of the following is a financial method of motivating an employee?

Select **one** answer.

- A Autonomy
- B Job enrichment
- C Job rotation
- D Remuneration

(Total for question = 1 mark)

Q4.

Answer the question with a cross in the box you think is correct . If you change your mind about an answer, put a line through the box and then mark your new answer with a cross .

Which **one** of the following would best describe the term autonomy?

Select **one** answer.

It is where employees are able to:

- A communicate easily with others
- B experience a wide variety of tasks
- C make their own decisions
- D receive a bonus for meeting targets

(Total for question = 1 mark)

Q5.

Answer the question with a cross in the box you think is correct ☒. If you change your mind about an answer, put a line through the box ~~☒~~ and then mark your new answer with a cross ☒.

Which **two** of the following are benefits to a large business of a flat organisational structure?

Select **two** answers.

- A** Decisions can be made quickly
- B** Increased number of team leaders
- C** Managers may be overworked
- D** Increased barriers to communication
- E** Reduced cost of management salaries

(Total for question = 2 marks)

Q6.

Answer the question with a cross in the boxes you think are correct ☒. If you change your mind about an answer, put a line through the box ~~☒~~ and then mark your new answer with a cross ☒.

Which **two** of the following documents would be used by a business as part of its recruitment process?

Select **two** answers.

- A** Person plan
- B** Job specification
- C** Person specification
- D** Job description
- E** Job plan

(2)

(Total for question = 2 marks)

Q7.

Explain **one** advantage to a business of providing ongoing training to its employees.

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(Total for question = 3 marks)

Q8.

Explain **one** drawback to a business of not being able to retain its employees.

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(Total for question = 3 marks)

Q9.

Explain **one** benefit to a business of setting employees individual targets to achieve.

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(Total for question = 3 marks)

Q10.

Explain **one** benefit to a business of having performance reviews with its employees.

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(Total for question = 3 marks)

Q11.

Explain **one** reason why a business may decide to pay its workers a bonus.

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(Total for question = 3 marks)

Q12.

Explain **one** reason why a business may provide employees with fringe benefits.

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(Total for question = 3 marks)

Q13.

Explain **one** benefit to a business of using job rotation.

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(Total for question = 3 marks)

Q14.

Explain **one** impact of excessive communication within a business.

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(Total for question = 3 marks)

Q15.

Discuss the effect on a business of using workers on freelance contracts.

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(Total for question = 6 marks)

Q16.

Discuss the disadvantage for a business of allowing its employees to use remote working.

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(Total for question = 6 marks)

Q17.

Discuss the likely benefit to a business of having a decentralised organisational structure.

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(Total for question = 6 marks)