

IR Executive Interview Questions And Answers Guide.



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IR Executive Job Interview Preparation Guide.

Question # 1

What is Morale?

Answer:-

The feeling of confidence and optimism with respect to problems or task is termed as Morale.

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Question # 2

Explain me what Is Attribution?

Answer:-

Attribution refers simply to how people explain the cause of another's or their own behavior. It is the process by which people draw conclusions about the factors that influence, or make sense of, one another's behavior.

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Question # 3

Tell us what Is Job Enlargement?

Answer:-

It means the expanding the tasks or duties assigned to a given task, or duties assigned to a given job.

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Question # 4

Tell us what Should The Language Of Charge-sheet?

Answer:-

Language which is very commonly understood.

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Question # 5

Explain me what Is Strategic Hrm?

Answer:-

The optimum utilization of human resources to achieve the set goals and objectives in the business environment is termed as Strategic HRM.

[Read More Answers.](#)

Question # 6

Do you know what is CLOSURE?

Answer:-

Closure means permanent closing down of a place of employment or part thereof.

[Read More Answers.](#)

Question # 7

Tell us what are FRINGE BENEFITS?

Answer:-

These are monetary benefits provided to employees. They include the benefit of:

- * (a) Provident fund,
- * (b) Gratuity,
- * (c) Medical care,
- * (d) Hospitalization payment,



- * (e) Accident relief,
- * (f) Health and Group insurance,
- * (g) Subsidized canteen facilities,
- * (h) Recreational facilities, and
- * (i) Provision of uniforms to employees.

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Question # 8

Tell us what is Strategic HRM?

Answer:-

The optimum utilization of human resources to achieve the set goals and objectives in the business environment is termed as Strategic HRM.

[Read More Answers.](#)

Question # 9

Tell us why is it important to have an IR system in place?

Answer:-

It is important to have an IR system in place

- * To ensure that the workers are not over powered and used by the employer.
- * To ensure that the workers do not blackmail the employers with unnecessary demand leading to a loss of production
- * To ensure that the economy keeps growing
- * To ensure that even if a problem arises, it is solved amicably.

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Question # 10

Explain me the unitary perspective of IR from employee point of view?

Answer:-

The unitary approach from employee's point of view means that:

- * The purpose of a union is to act as a means of better communication between all the parties.
- * All the parties should focus on good relationships and good working terms and conditions
- * There should be flexibility in working practices.
- * Employees should have a participation in workplace decisions. This promotes teamwork, creativity, problem solving abilities.
- * Employees should have a feeling that the skills of their managers support them in their work.

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Question # 11

Do you know what Is Industrial Relation?

Answer:-

Industrial relations are a multidisciplinary field that studies the employment relationship. Industrial relations are increasingly being called employment relations because of the importance of non-industrial employment relationships.

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Question # 12

What is Trade Unions? (which Are Registered Under The Trade Union Act 1926)

Answer:-

Trade Unions are voluntary organizations of employees or employers formed to promote and protect their interest through collective action.

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Question # 13

Do you know who Is Change Agent?

Answer:-

Change agent is a behavioral scientist who knows how to get people in organization involved in solving their own problems. His main strength is his comprehensive knowledge of human behavior, supported by a number of intervention techniques. Change agent is expertise in behavioral sciences and in the intervention technology of OD.

[Read More Answers.](#)

Question # 14

Explain me what Is Employee Engagement?

Answer:-

- * Employee Engagement is variously known as Employee Ownership, Employee Motivation, employee Involvement, Commitment, Loyalty, etc.
- * Employee Engagement is a barometer that determines the association of a person with the organization. It is about creating the passion among associates to do things beyond what is expected from him.
- * A successful employee engagement strategy help create a community at the workplace and not just a workplace. When employees are effectively or positively engaged with their organization, they form an emotional connection with the company.

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Question # 15

Tell us what Is Retrenchment?

Answer:-

The Industrial dispute Act 1947 defines retrenchment as: The termination by the employer, of the service of the workman, for any reason, whatsoever, otherwise than as a punishment inflicted by way of disciplinary action but does not include voluntary retirement, compulsory retirement of the workman on reaching the age of superannuation or termination of service on the grounds of continued ill health.

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Question # 16

Tell me can Alternate Terminology Be Used While Drafting Charge-sheet?

Answer:-

No.

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Question # 17

Tell me when An Employee Accepts A Position With Another Federal Agency During The Rating Period, Must The Employee Receives A Summary Rating?

Answer:-

Yes. If an employee transfers to another agency during the rating period, a summary rating must be prepared at the time of transfer.

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Question # 18

Explain me the various parties involved in IR system?

Answer:-

The main parties involved in the IR system are:

- * i.) Employers - They are the ones who possess the rights to hire the employees and remove them. They also possess the rights to relocate, close or merge the business. They can opt for technological changes as and when they see it in the interest of business.
- * ii.) Employees - They are actually the ones who keep the business moving. They possess the rights to voice their opinions and feelings while striving for betterment. They usually form the unions to negotiate with the employers.
- * iii.) Government - Government is the one who influences the IR system with laws, rules, agreements, awards of court etc. They also include third parties & labour and tribunal courts to manage the IR system.

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Question # 19

Tell us the unitary perspective of IR from employer point of view?

Answer:-

The unitary approach believes that the employees and employers share the same objectives, interests and purposes. They work hand-in-hand for the betterment of the organizations. However, this system expects loyalty from the employees.

From employer's perspective, unitary approach means:

- * The staffing policies should be exercised to unify the efforts. They should motivate the employees.
- * The objectives of the organization should be discussed with the employees.
- * A reward system should exist to secure loyalty and commitment from the employees
- * Line managers should take the responsibility of their team.
- * Staff-management conflicts arise form lack of information and inadequate presentation of management policies.
- * Personal objectives of the employees should be integrated with the overall objectives of the organization.

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Question # 20

Explain me what Is The Definition Of Worker Under The Factories Act 1948?

Answer:-

Worker means a person who is employed directly or through any agency including contractor with or without the knowledge of principal employer, whether for remuneration or not, but he must be employed in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process or the subject of the manufacturing process.

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Question # 21

Please explain what Is Organization?

Answer:-

A consciously coordinated social unit composed of two or more people that functions on a relatively continuous basis to achieve a common goal or set of goals.

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Question # 22

Tell us when Misconduct Occurs, What Is Immediate Responsibility Supervisor?

Answer:-

The immediate responsibility supervisor is investigating the circumstances concerning the misconduct.



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Question # 23

Tell me what are the Benefits under ESI Act, 1948?

Answer:-

- * Medical Benefit
- * Sickness Benefit
- * Disablement Benefit
- * Maternity Benefit
- * Dependents
- * Funeral

[Read More Answers.](#)

Question # 24

Tell me what is EMPLOYEE ENGAGEMENT?

Answer:-

Employee Engagement is variously known as Employee Ownership, Employee Motivation, employee Involvement, Commitment, Loyalty, etc. Employee engagement means when employee is intellectually and emotionally bound with the organization and who feels passionate about its goals and is committed towards its values thus he goes to the extra mile beyond the basic job.

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Question # 25

Tell me what is industrial relations system?

Answer:-

Industrial relations are the relations between employees, employers, government and trade unions within the organizational structure. The industrial relations system is a system of relationship between all the parties involved. A sound IR system will create an environment conducive for organizational growth and labour welfare.

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Question # 26

Tell us what are the main objectives of industrial relations system?

Answer:-

The main objectives of an Industrial relations system are:

- * To protect the interest of employees and employers by building up a congenial relationship.
- * To avoid the human conflicts which can harm the business, the employees and the economic growth of the country.
- * To increase the productivity.
- * To improve the economic conditions of the workers
- * To reduce the number of industrial disputes like strikes, lock outs etc.

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Question # 27

What is Wage Under Minimum Wages Act?

Answer:-

Wages means all remuneration capable of being expressed in terms of money. It includes house rent allowance but does not include:

- * Value of house accommodation, supply of light, water, medical attendance
- * Value of other amenity provided, if excluded by Govt. order
- * Contribution to pension fund or Provident fund or Insurance
- * Traveling allowance
- * Special allowances incurred by the nature of employment
- * Gratuity payable on discharge.

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Question # 28

Explain me what Are Od Interventions?

Answer:-

OD interventions are sets of structured activities in which selected organisational units (target groups or individuals) engage in a task or sequence of tasks with the goals of organisational improvement and individual development.

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Question # 29

Tell me what is the difference between PM and HR?

Answer:-

Personnel Management is widely used few years back. The main task of PM was to maintain personal records of the employees of the organization. It was just a job to maintain the records (Database), sometime PM use to take care of the recruitment and joining formalities but never expected beyond that.

Human Resource Management takes care of all the aspect, right from:

- * Strategic planning



- * Recruitment
- * Joining formalities
- * Induction
- * Training
- * Employee relationship
- * Handling Employee Grievances
- * Attrition
- * Retention
- * Exit Formalities

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Question # 30

Explain me Wage Under Minimum Wages Act?

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- * 1.Value of house accommodation, supply of light, water, medical attendance
- * 2.Value of other amenity provided, if excluded by Govt. order
- * 3.Contribution to pension fund or Provident fund or Insurance
- * 4.Traveling allowance
- * 5.Special allowances incurred by the nature of employment
- * 6.Gratuity payable on discharge.

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Question # 31

Explain me what are the benefits of having an industrial relations system in place?

Answer:-

Following are the benefits of having an effective IR system in place:

- * Continuous production
- * Continuous employment for all
- * Smooth flow of income for workers and businessman
- * Lesser number of disputes between employees and employers like strikes, lock outs, grievances etc.
- * Higher level of motivation in the employees as they consider themselves to be a part of the organization
- * Less wastage of time, man, machine and material
- * Lesser cost of production
- * Optimum utilization of resources leading to higher profits for employers and employees
- * Economic growth of the society

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Question # 32

Please explain what Is Lay-off?

Answer:-

Lay-off is a measure or compromising device to cope with the temporary inability of an employer to offer employment to a workman and to keep the industrial establishment in operation so that the worker need not fall back upon strike and the employer need not resort to closure or lockout.

A situation in which there is a temporary shortage of work and the employees are told there is no work for them but that management intends to recall them when work is again available.

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Question # 33

Tell us what Is Gratuity?

Answer:-

Gratuity is a kind of benefit like the provident fund or pension. It is regarded as a legitimate claim which workmen can make and which in a proper case can give rise to an industrial dispute. Gratuity paid is intended to help the workmen after the retirement whether the retirement benefit is the result of the rules of the superannuation or of physical disability.

It is a reward for good, efficient and faithful service rendered for a fairly substantial period and it is not paid to the employee gratuitously or merely as a matter of bonus but for long and meritorious award.

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Question # 34

Explain me what Is The Procedure For Retrenchment?

Answer:-

Under the Act for the purpose of the retrenchment it is required that the workman must have been employed for a period of not less than twelve months and that during those twelve months he had worked for not less two hundred and forty days.

The employer is required to prepare a list of all workman in the particular category from which retrenchment is contemplated, arranged according to the seniority of service in that category. A copy of the list shall be displayed on the notice board in a conspicuous place in the premises of the establishment, at least seven days before the actual date of retrenchment.

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Question # 35

Explain me what Is A Group?

**Answer:-**

A group is a collection of people who interact with one another, accept rights and obligations as members and who share a common identity.

A group includes:

- * Formal social structure
- * Face to face interaction
- * Two or more persons
- * Common fate
- * Interdependence
- * Self-definition as group members
- * Recognition by others.

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Question # 36

Explain me what is Adjudication?

Answer:-

Adjudication means a mandatory settlement of an industrial dispute by a Labour court or a tribunal. Generally, the government refers a dispute for adjudication depending on the failure of conciliation proceedings.

Section 10 of the Industrial Dispute Act 1947, provides for reference of a dispute to Labour court or tribunal. The Act also lays down rules regarding the composition and powers of Labour courts and tribunal.

[Read More Answers.](#)

Question # 37

Tell us what is Job Analysis?

Answer:-

Job analysis is the process of studying and collecting information relating to operations and responsibilities of a specific job.

Job analysis is a systematic exploration of activities within a job. It is a basic technical procedure that is used to define duties and responsibilities and accountabilities of the job.

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Question # 38

Tell us what Is Collective Bargaining?

Answer:-

Collective bargaining is a negotiation between an employer or group of employers and a group of working people to reach an agreement on working conditions.

Collective Bargaining is a process of negotiation by collective action by a body of workers regarding their terms and conditions of service such as wage leave, norms of employment, gratuity, bonus and other benefits of the like nature.

In the Bargaining process, the main actors are employees, employers and their associations.

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Question # 39

Explain me what Is Organizational Development?

Answer:-

* Organizational development is a complex strategy intended to change the beliefs, attitudes, values, and structures of organizations so that they can better adapt to new technologies, markets, challenges.

* OD is achieved through interventions in the organization's "Processes" using behavioral science knowledge.

* OD involves organizational reflection, system improvement, planning, and self analysis.

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Question # 40

Do you know what Is Personality?

Answer:-

Personality is the dynamic organization within the individual of that psychophysical system that determines his unique adjustment to his environment.

Personality usually refers to the distinctive patterns of behavior (Including thoughts and emotions) that characterize each individual's adaptation to the situations of his or life.

[Read More Answers.](#)

Question # 41

Explain me who is CHANGE AGENT?

Answer:-

Change agent is a behavioral scientist who knows how to get people in organization involved in solving their own problems. His main strength is his comprehensive knowledge of human behavior, supported by a number of intervention techniques.

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Question # 42

Explain me what Is Job Description?

Answer:-

Job description involves listing of job title, tasks and responsibilities in a job. It defines continuing work assignment and a scope of responsibility that are sufficiently



different from those of other jobs to warrant a specific title. Job description is broad statement of purpose, scope, duties and responsibilities of a particular job.

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Question # 43

Tell me what Is Subsistence Allowance?

Answer:-

Where the workman is suspended by pending investigation or employer pending investigation or inquiry into complaints or charges of the misconduct against him, the workman shall be paid the subsistence allowance equal to 50% of wages for first 90 days of suspension and 75 % of wages for remaining period till completion of disciplinary proceedings.

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Question # 44

Tell us when A Pip Should Be Issued?

Answer:-

A PIP should be issued when the employee's performance falls to an unsatisfactory level in one or more critical element.

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Question # 45

Explain me what is Notice Period?

Answer:-

When an employee resigns from the organization he has to serve notice period, it means he has to give change of his work to new employee so that the Organisation cannot face any type of problem due to work. It is just for the smooth functioning of company work.

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Question # 46

Tell me what is SPREAD-OVER?

Answer:-

According to the Sec. 56 of the Factories Act, 1948 the period of work of an adult worker shall be so arranged that inclusive of his interval for rest, they shall not spread-over more than 10 1/2 Hour in a day.

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Question # 47

Tell us what Is Charge Sheet?

Answer:-

Charge sheet is a memorandum of charges. Statement of allegations of misconduct/ omission/ negligence.

No particular format prescribed for charge sheet in any labor enactment. The object is to give the employee exact idea of the misconduct committed by him so that he may get reasonable opportunity to defend.

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Question # 48

Explain me SHIFT and RELAY?

Answer:-

Where the work of the same kind is carried out by two or more of sets of workers working during different periods of the day each of such sets is called RELAY and each of such periods is called SHIFT.

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Question # 49

Tell us what Is Adjudication?

Answer:-

Adjudication means a mandatory settlement of an industrial dispute by a Labour court or a tribunal. Generally, the government refers a dispute for adjudication depending on the failure of conciliation proceedings.

Section 10 of the Industrial Dispute Act 1947, provides for reference of a dispute to Labour court or tribunal. The Act also lays down rules regarding the composition and powers of Labour courts and tribunal.

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Question # 50

Do you know what is casual leave?

Answer:-

Casual leave is given to employee to attend sudden and immediate social an/or personal obligations, or obligations like sister's wedding, relatives death, children education obligations (Children's admission in school, Parent Teacher's meet) or applying for personal needs like Income Tax Returns, Passport, Ration Card, Court Proceedings Etc.

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Question # 51

Tell us what Is Grievance?

Answer:-

Grievance denotes any discontent or dissatisfaction, whether expressed or not and whether valid or not, arising out of anything, connected with the company that an employee thinks, believes or even feels, is unfair, unjust or inequitable.

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Question # 52

Do you know what Are The Objectives Of Ilo?

Answer:-

- * Full employment and rising of standard of living.
- * Adequate protection for the life and health of the workers.
- * The assurance of educational and Vocational opportunity.

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