



GRADE: 12

BUSINESS STUDIES

21 FEBRUARY 2026

TIME: 15 MINUTES

POST TEST: SESSION 1

MARKS: 20

HUMAN RESOURCES

NAME & SURNAME: _____

- INSTRUCTIONS:**
1. Answer ALL the questions on the ANSWER SHEET provided.
 2. There is only ONE correct answer for each question.
 3. Read the instructions/questions carefully.
 4. Various options are provided as possible answers to the following questions. Choose the correct answer and **CIRCLE** the appropriate **LETTER** (A–D).

QUESTIONS:

1. **The process of matching an employee's skills and abilities with the requirements of a job.**
 - A. Placement
 - B. Selection
 - C. Induction
 - D. Recruitment
2. **The purpose of an interview is to ...**
 - A. avoid asking discriminatory types of questions.
 - B. prepare the venue for the interview.
 - C. evaluate the skills and personal characteristics of the applicant
 - D. invite possible candidates to apply for the vacancy.
3. **This benefit is compulsory by law for employees.**
 - A. Housing allowance
 - B. Medical Aid
 - C. Car Allowance
 - D. Unemployment Insurance Fund
4. **Mano and Sons used the ... recruitment method when they advertised a vacancy on their business noticeboard.**
 - A. agencies
 - B. internal
 - C. external
 - D. online
5. **Singama Sweet Manufacturers used...as a source of internal recruitment for a vacant post.**
 - A. electronic media
 - B. recruitment agencies
 - C. management referrals
 - D. networking

6. **Induction is important at Cohen Developers because it ensures that...**
- A. existing employees receive a tour of the layout of the building.
 - B. financing for training has been inefficiently spent on new employees
 - C. all employees acquire ongoing training.
 - D. new employees are familiarised with the organisational structure of CD.
7. **Astrid's employment contract was terminated due to...when she decided to leave the business voluntarily because of better job prospects**
- A. retirement
 - B. resignation
 - C. retrenchment
 - D. restructuring
8. **During the selection procedure, Faez Fish Farmers...**
- A. compiled a preliminary list of qualified applicants.
 - B. explained the requirements of the new position to the candidate.
 - C. prepared a job analysis.
 - D. placed an advertisement in the newspaper for the available post
9. **An aspect that should be included in the employment contract:**
- A. Health Condition
 - B. Previous employer
 - C. Beneficiaries
 - D. Remuneration
10. **This combines the job description and job specification as it relates to employees within an organisation:**
- A. Recruitment
 - B. Selection
 - C. Job analysis
 - D. Induction