

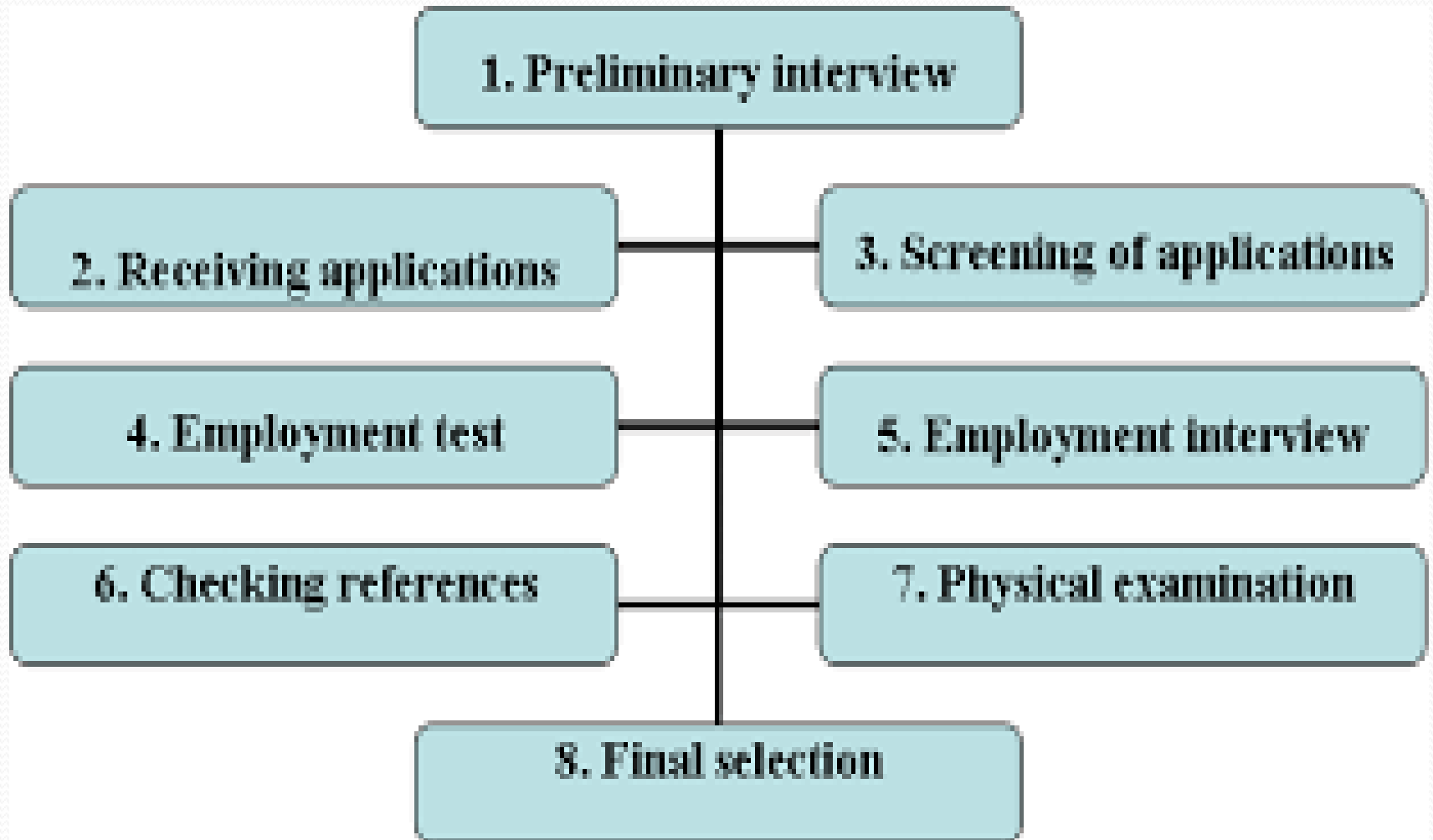
**HUMAN RESOURCE**

**MANAGEMENT**



# SELECTION PROCESS

# STEPS IN SELECTION PROCESS



# Step 1: PRELIMINARY INTERVIEW

It is the first step in selection. Initial screening is done in this step and all the undesirable applicants are weeded out. This interview is generally conducted by lower level executives. It is a very important step as it shifts out all the unqualified, not desirable applicants and the HR manager can then concentrate on the other applicants without wasting time. The candidates are generally told about job specifications and the skills required for it.

## Step2: RECEIVING APPLICATIONS

Once the individual qualifies the **preliminary interview** he is required to fill in the application form in the prescribed format. This application contains the candidate data such as age, qualification, experience, etc.,

## Step 3: SCREENING OF APPLICANTS

- These days application forms of almost all organizations can be downloaded from the website or may even be provided on request.
- Once the filled application is brought to the screening committee, it checks the details and calls the candidate for selection test. The purpose of this screening test is also to read out the hot suitable candidates.

## **Step 4: EMPLOYMENT TESTS**

- Aptitude Tests
- Achievement Tests
- Situational Tests
- Interest Tests
- Personality Tests
- Intelligence or Mental Alertness

## **STEP 5: EMPLOYMENT INTERVIEW**

Employment interviews are done to **identify a candidate's skill set and ability to work in an organization in detail**. Purpose of an employment interview is to find out the suitability of the candidate and to give him an idea about the work profile and what is expected of the potential employee.



# STEP 6: CHECKING REFERENCES

The image shows a close-up of a job application form. A white banner with the text "EMPLOYEE REFERENCE CHECK" is placed diagonally across the form. The form itself is yellowed and contains several sections. At the top, there is a box for "APPLICANT'S CURRENT ADDRESS". Below this is the "DESIRED EMPLOYMENT" section, which includes fields for "POSITION", "ARE YOU EMPLOYED NOW?", "IF NO, WHY ARE YOU AVAILABLE FOR IMMEDIATE EMPLOYMENT?", "EVER APPLIED TO THIS COMPANY BEFORE?", "EVER WORKED FOR THIS COMPANY BEFORE?", and "REASON FOR LEAVING". There are also fields for "NAME OF LAST SUPERVISOR", "WHO REFERRED YOU TO?", and "STATE". At the bottom left, there is a section for "EDUCATION" with a "SCHOOL" field. The form is partially obscured by the banner and the image is slightly out of focus.

APPLICANT'S CURRENT ADDRESS

DESIRED EMPLOYMENT

POSITION

ARE YOU EMPLOYED NOW?

IF NO, WHY ARE YOU AVAILABLE FOR IMMEDIATE EMPLOYMENT?

EVER APPLIED TO THIS COMPANY BEFORE?

EVER WORKED FOR THIS COMPANY BEFORE?

REASON FOR LEAVING

NAME OF LAST SUPERVISOR

WHO REFERRED YOU TO?

STATE

EDUCATION

SCHOOL

TO: COMPANY

FROM: COMPANY

**EMPLOYEE REFERENCE CHECK**

## STEP 7 : PHYSICAL EXAMINATION

Medical exams help the employers know if any of the potential candidates are physically and mentally fit to perform their duties in their jobs. A good system of medical checkups ensures that **the employee standards of health are higher** and there are fewer cases of absenteeism, accidents and employee turnover.

## **STEP 8 : FINAL SELECTION**

The final selection is the final process which proves that the applicant has qualified in all the rounds of the selection process and will be issued an appointment letter.