

Selection

UNIT-2

SELECTION :-

Selection refer to the process by which qualified applicant are selected by mean of various test in pre determined numbers, out of large number of applicant.

Recruitment is a positive process but

Selection is a negative process because under it effort are made to reduce the no of applicant

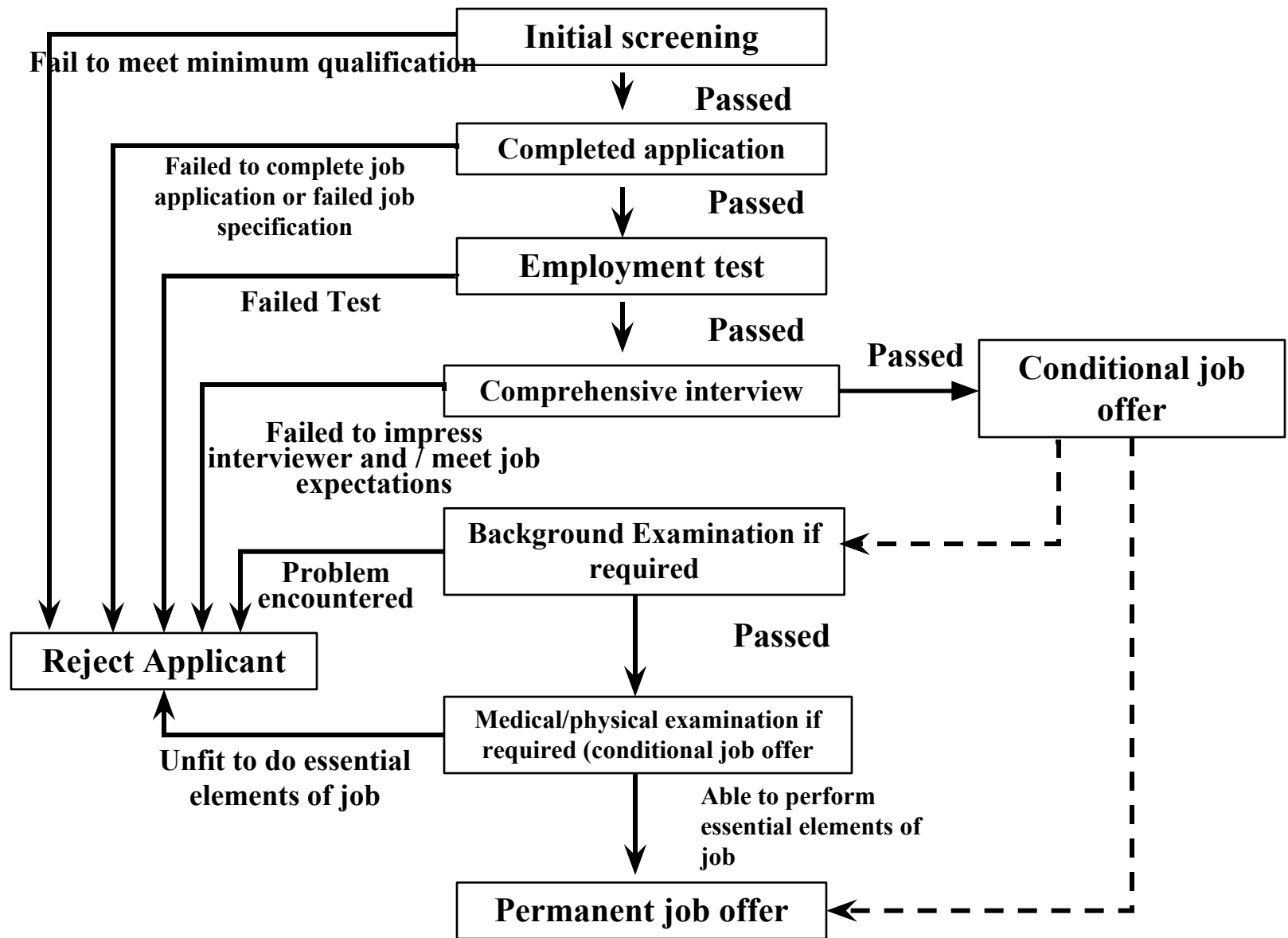


DEFINITION:-

“selection is a process in which candidate for employment are divided into two classes, those who are to be offered employment and those who are not”



SELECTION PROCESS



SELECTION METHODS

The Three most Common Methods
used are:

SELECTION METHODS Cont ...

1. TESTING

Tests measure knowledge, skill, and ability, as well as other characteristics, such as personality traits.



TESTING TYPES



**Cognitive
Ability Test**



**Personality
Test**



**Physical
Ability Test**



**Integrity
Test**



Drug Test



**Work
Sample
Testing**

SELECTION METHODS Cont . . .

1. Cognitive Ability Testing

It measures the learning, understanding, and ability to solve problems. e.g. Intelligence Tests.

2. Physical Ability Testing

It assesses muscular strength, cardiovascular endurance, and coordination.

**TESTING
TYPES**

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graph TD; A[TESTING TYPES] --> B[1. Cognitive Ability Testing]; A --> C[2. Physical Ability Testing]; A --> D[3. Personality Testing];
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3. Personality Testing

It measures the patterns of thought, emotion, and behavior. e.g. Myers Briggs

SELECTION METHODS Cont . . .

4. Integrity Testing

It is designed to assess the likelihood that applicants will be dishonest or engage in illegal activity.

TESTING TYPES



6. Drug Testing

Normally requires applicants to provide required sample that is tested for illegal substances.

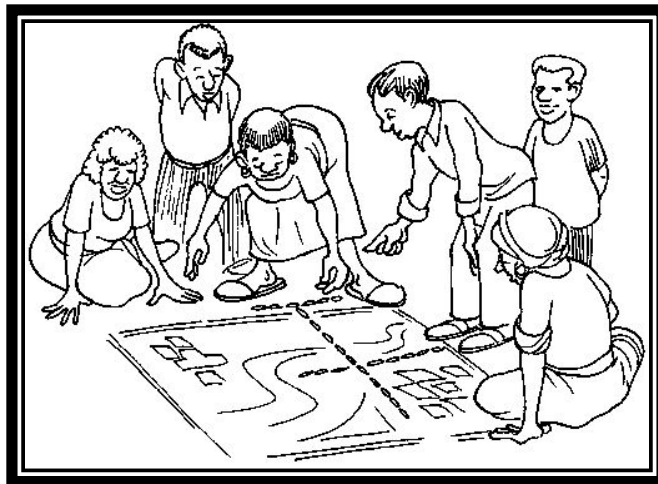
5. Work Sample Testing

Measures performance on some element of the job.

SELECTION METHODS Cont . . .

2. INFORMATION GATHERING:

Common methods for gathering information include application forms and résumés, biographical data, and reference checking.



SELECTION METHODS Cont . . .

Application Forms and Résumés



- Generally ask for information such as address and phone number, education, work experience, and special training.
- At the professional-level, similar information is generally presented in résumés.

Biographical Data



- Historical events that have shaped a person's behavior and identity.

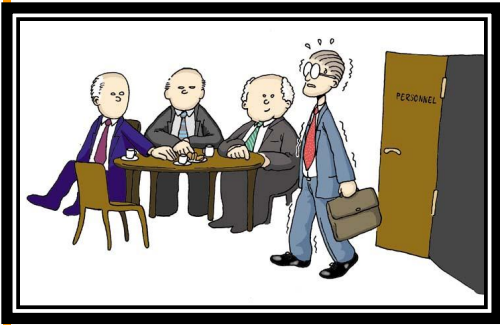
Reference Checking



- Involves contacting an applicant's previous employers, teachers, or friends to learn more about the applicant. Issues with reference checking

SELECTION METHODS Cont . . .

3. INTERVIEWS:



- The interview is the most frequently used selection method.
- Interviewing occurs when applicants respond to questions posed by a manager or some other organizational representative (interviewer).
- Typical areas in which questions are posed include education, experience, knowledge of job procedures, mental ability, personality, communication ability, social skills.

SELECTION PROCEDURE

Preliminary interview

Receiving applications

Selection test

Employment interview

Medical examination

Reference check

Final selection or appointment letters

1) Preliminary interview:-

The object of preliminary interview is to ensure whether the applicant is physically and mentally fit for the job. During preliminary interview, candidate are asked question related to their experience, education, taste, age, etc. Those candidate who are successful in the preliminary interview are asked to fill the blank application form.

2) Blank application form :-

Blank application form are the printed form of the organization. For different post there are different form because for each post, person of different qualification are required.

While preparing these form two things must be kept in view:-

- ❑ ***These should convey maximum possible information***
- ❑ ***Question should be directly related to the post.***



3)SELECTION/EMPLOYMENT TEST

“Employment tests are devices to check the areal knowledge of candidate for the respective jobs. These tests enable the management to bring out the right person for the job”



○ Intelligence test:-

It test the mental ability of candidate. These test measure the learning ability of candidate & their power to take quick decisions on crucial points

○ Aptitude tests:-

It test an individual's capacity to learn a particular skill.

- *Cognitive tests:- which measure intellectual, mental aptitudes.*
- *Motor tests:- these test check the hand-eye coordination of employees.*

oProficiency tests:-

These test are designed to measure the skills already by the individuals. They are used to test the level of knowledge.

oPersonality tests:-

These tests judge the psychological make-up of any person. These tests check an individual's motivational level, emotions, integrity, sympathy, sensitivity, etc.

In this test a controversial situation is presented to the person

oInterest test:-

These test will suggest what type of jobs may be satisfying to the employees. They help the individuals in selecting occupations of their interest



- **Achievement test:-** These are designed to measure what the applicant can do on the job currently. These tests are also known as *work sample test*.
- **Simulation test:-** It measure the ability of the person to face various problems while at work. These test are used for hiring managers.
- **Graphology test:-** these test involve using a trained evaluator to flourish a person's handwriting to assess the person's personality & emotional make-up

○ Integrity test:-

These test are designed to measure employee's honesty to predict those who are more likely to steal from an employer or otherwise act in a manner unacceptable to the organization.

In it many "yes" or "no" type question are asked.

BENEFITS:-

- It tends to eliminate biasness in the selection of personnel
- Tests can identify talents of individuals which might otherwise be overlooked
- These tests reduce the cost of selection because large number of people can be evaluated
- These tests measure the aptitude of candidates
- Tests provide a healthy basis for comparing applicants background.

LIMITATION

- These test measure only a part of total information
- These test are far from perfection, it does not make perfect prediction of an individual's ability.
- No test can measure with guarantee the complex combination of characteristics required in numerous positions.