

their experience and credentials in the respective department and position. Managers use internet, agencies, organisations, employees' referrals, company records etc. to locate and identify the capable applicants.

Selection Process

Finding the interested candidates from their profiles provided during recruitment, and then choosing the most suitable candidate amongst them is Selection Process.

Selection is a tedious process for every candidate as they have to go through several hurdles to pass it. It is a systematic process and thus it does not leave any hidden confusion and doubts about the chosen candidate.

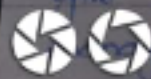
Selection process involves following steps:

I- INVITING APPLICANTS:

Different interested candidates are invited by the organisation through different types of advertisement. Employees of the organisation can also apply for vacant posts. Usually, a large number of candidates apply for posts.

II- RECEIVING APPLICATIONS:

Applications of interested applicants are received containing important information that is required by the organisation. These give a complete knowledge of applicants that the organisation requires.



III- SCRUTINY OF APPLICATIONS:

When the date of receiving applications is met, the organisation stops receiving applications and starts sorting out the received applications. Incomplete, false, and irrespective applications are rejected in this step.

IV- WRITTEN TESTS:

After the final listing after scrutiny of applications, written test is conducted to check abilities and interest of applicants. Sometimes, a second chance is given to some candidates amongst there is any problem.

V- PSYCHOLOGICAL TESTS:

After passing written tests, organisations tend, nowadays, towards psychological tests to test the hidden abilities and disabilities of candidates. These tests usually conclude intelligence and personal knowledge that explain nature of the steps: applicants.

VI- PERSONAL INTERVIEW:

This is an important test and a panel from top management conducts this interview and tries to conceptualise the interests, experience, family background, and aims in life and organisation.

VII- REFERENCE CHECK:

Reference check is like attesting about the information given by the applicants from referrals. This is helpful to see that the applicant is trustworthy.



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