

SELECTION



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Selection has been regarded as the most important function of HR department. It ensures the organization that; it has right number, right kind of people at the right place and at the right time.

Definition:

“It is the process of differentiating between applicants in order to identify (and hire) those with the greater likelihood of success.”



In simple words.....

It is the functions perform by the management of selecting the right employees at the right time after identifying the sources of human resources, searching for prospective employees and stimulating them to apply for jobs in an organization .

The objective of the selection decision is to choose the individual who can most successfully perform the job from the pool of qualified candidates.



Selection Process



BLANK APPLICATION FORM

It is a structured interview in which questions are standardized. It consist basic details of the candidates. **Such as:**

1. Age and gender
2. Marital Status
3. Height and weight
4. Education details
5. Languages
6. Details of previous job
7. Average earnings
8. Reason for quitting previous job
9. Hobbies
10. Salary expectations



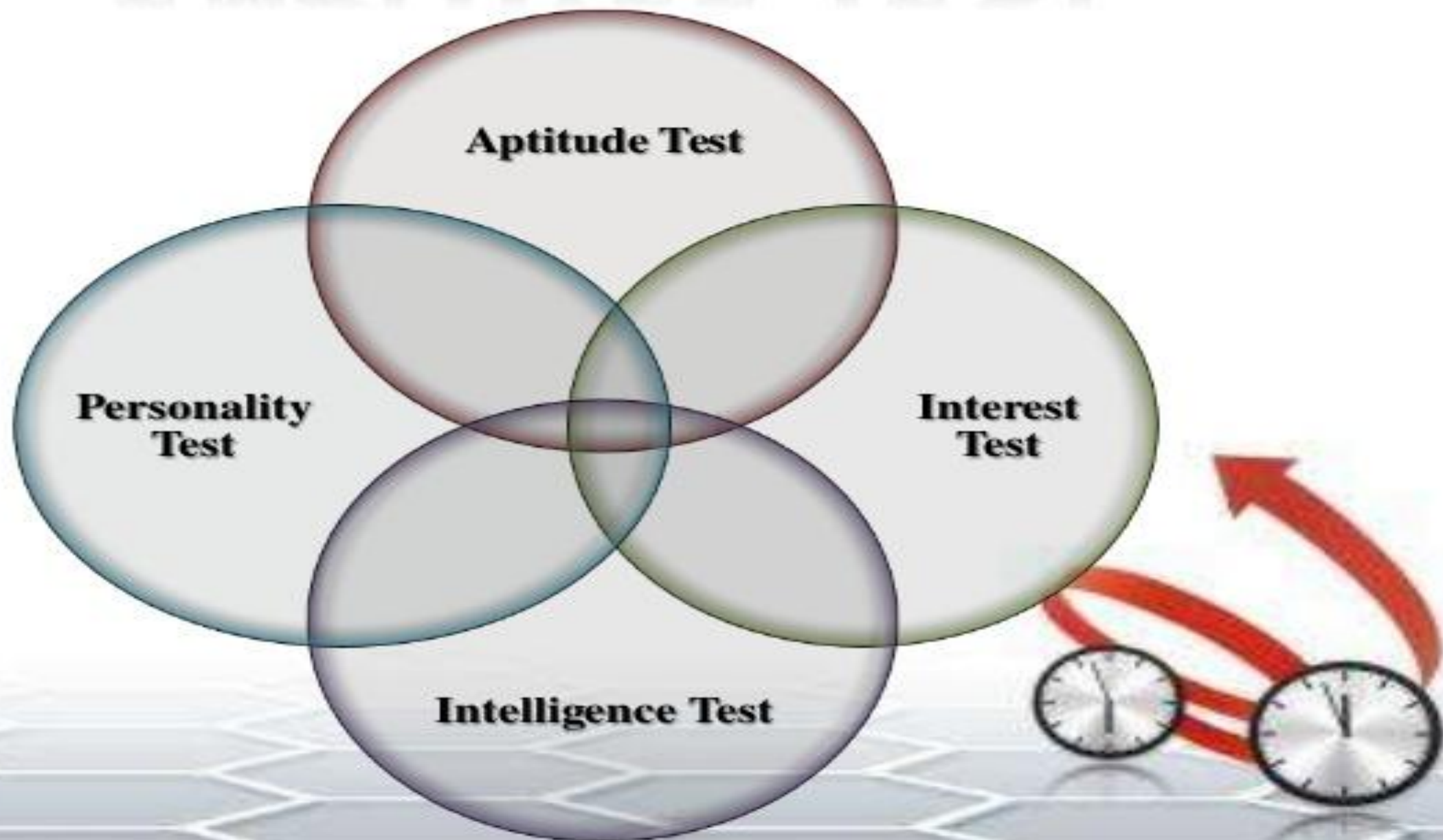
PRELIMINARY INTERVIEW

On the basis of application blank, candidates are selected for the first interview. It is necessary when a large no of candidates apply for a single job.

Interviewer asked general questions and evaluate the appearance of the candidate.



EMPLOYEE TEST



EMPLOYMENT INTERVIEW

Selected candidates call for the final interview in which interviewer asked many type of questions to judge the candidate for that job.

It consist of interaction between interviewer and applicant.

There are different types of interviews:

- a. One to one interview
- b. Panel Interview
- c. Structured Interview
- d. Unstructured Interview
- e. Stressed interview
- f. Behavioral description Interview
- g. Telephonic Interview
- h. Situational Interview



MEDICAL EXAMINATION

- It is required to eliminating candidates to suffer from the health problems which might affect his attendance in the work place.
- In the government and semi government organizations getting medically examined is a must before reporting for duty or at the time of duty.



INDUCTION

After selecting the candidate, **INDUCTION** is provided to the candidate.

The major objectives of **INDUCTION** are:

- a. Familiarizing the new employee with this new surrounding, company policy, rules and regulations, structure etc.
- b. Integrating his personal goals with organizational goals.

