

# STAFF SELECTION PROCESS

## Justification for the choice of process

The recruitment process is crucial to ensure that the most suitable candidates are recruited to meet the needs and requirements of the company. The objective of this process is to identify and evaluate candidates with the necessary skills, competencies and experience to perform effectively in the vacant position. In addition, a structured and well-designed selection process helps reduce the risk of hiring unsuitable candidates, which can result in greater efficiency and success in job performance.

## Detailed description of the process

- Analysis of job requirements: A thorough review of the needs and requirements of the vacant position is performed, including technical skills, competencies, previous experience, academic background and other relevant aspects.
- Publication of the job offer: The job offer is disseminated through various channels, such as employment websites, professional networks and other relevant means, to attract a wide pool of potential candidates.
- Review of applications: The applications received are evaluated and preselection of candidates who meet the minimum requirements established in the job offer is made.
- Preliminary interviews: Preliminary interviews are conducted to assess the suitability of shortlisted candidates. At this stage, aspects such as work experience, technical knowledge, key competencies and motivation for the position are explored.
- Assessment of skills and competences: Tests and evaluations of technical skills and specific competencies necessary for successful performance in the position are performed. This can include written tests, practical exercises, psychometric evaluations, among others.
- Final interviews: Candidates who pass the previous stages are invited to final interviews with the selection team. These interviews focus on more detailed aspects for the candidate's profile, such as their ability to work in a team, their adaptability, their leadership, their values, their organization, etc.
- References: Job references are requested and a background check is conducted to corroborate the information provided by the candidates.

## Candidates: justification for selection

The choice of the candidate is based on a thorough evaluation process that takes into account both technical skills and competencies required for the position. The candidate who best fits the established criteria and who demonstrates the greatest potential to contribute to the success of the company is selected.

## Conclusions

The personnel selection process is crucial to recruit the most suitable candidates and ensure successful performance in the position. A well-structured and designed process allows candidates to be evaluated objectively and fairly, reducing the risk of hiring the wrong people. By implementing a robust selection process, improves efficiency and success in job performance, aligning the skills of candidates with the requirements of the position. In addition, careful selection contributes to building a strong and diverse team, promoting a productive work environment. In summary, the selection process is critical to hiring good employees and achieving company goals.