

# Health Safety & Environment Management System (HSEMS)

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CUTTING 005

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The **Employee selection Process** takes place in following order -

1. **Preliminary Interviews** - It is used to eliminate those candidates who do not meet the minimum eligibility criteria laid down by the organization. The skills, academic and family background, competencies and interests of the candidate are examined during preliminary interview. Preliminary interviews are less formalized and planned than the final interviews. Preliminary interviews are also called screening interviews.
2. **Employment Interviews**- It is a one to one interaction between the interviewer and the potential candidate. It is used to find whether the candidate is best suited for the required job or not. But such interviews consume time and money both. Moreover the competencies of the candidate cannot be judged. Such interviews may be biased at times and therefore, should be conducted properly. No distractions should be there in room. There should be an honest communication between candidate and interviewer.
3. **Medical examination**-Medical tests are conducted to ensure physical fitness of the potential employee to find out any kind of permanent disability or disease. The test should be conducted by any certified MBBS/ MD doctor.
4. **Appointment letter**- A reference check is made about the candidate selected and then finally he is appointed by giving a formal appointment letter.

## **Procedure for selection of skilled employee for job like fabrication**

1. Check the experience of the candidate based on past employment.

2. Take verbal interview mainly asking job related questions and safety.
3. Min qualification for welder /gas cutting shall be experience 3 yr. or. IT certified is preferred.
4. Safety induction shall be given