

GOVERNMENT ARTS COLLEGE (AUTONOMOUS)  
COIMBATORE -18

DEPARTMENT OF PSYCHOLOGY

INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY- I  
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## UNIT-3

### EMPLOYEE SELECTION PRINCIPLES AND TECHNIQUES

What are the steps in selecting employee?

This process is often depicted as a funnel. 50 candidates may apply to a function, five of them are invited for an in-person interview, and one person is selected in the end.

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The selection process

1. **Application.**
2. **Screening & pre-selection.**
3. **Interview.**
4. **Assessment.**
5. References and background check.
6. Decision.
7. Job offer & contract.

What do you mean by selection of employees?

**Employee selection** is a process of putting a right applicant on a right job. **Selection** of an **employee** is a process of choosing the

applicants, who have the qualifications to fill the vacant job in an organization.

What is the process of selecting the best candidate for employment?

The **employee selection process** usually entails notification or advertising, reviewing, screening, interviewing, testing then **selecting the best available candidate**.

What criteria will you use in selecting employees?

3 Most Important Criteria When Hiring

- Capabilities: Of course, any prospective employee must have the ability and **qualifications** to do the job you are hiring that person to do. ...
- Value: You also need to look at what value the individual brings to the organization. ...
- Cultural Fit: Finally, there needs to be a cultural fit.

What are the 7 stages of recruitment?

7 Steps to Effective Recruitment

- Step 1 – Before you start looking.
- Step 2 – Preparing a job description and person profile.
- Step 3 – Finding candidates.
- Step 4 – Managing the application process.
- Step 5 – Selecting candidates.
- Step 6 – Making the appointment.
- Step 7 – Induction.

What is the main goal of employee selection?

The purpose of **selection** process is to pick up the most suitable candidate who would meet the requirements of the **job** in an organisation best, to find out which **job** applicant will be successful, if hired.

What are the types of selection process?

The selection process can be defined as the process of selection and shortlisting of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organisation.

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- Receiving Applications. ...
- Screening Applications. ...
- Employment Tests. ...
- Employment Interview.

What is the meaning of biographical information blank in the selection method?

**Biographical Information Blank (BIB)** is a type of assessment that uses biodata in employee recruitment to help determine which of several candidates should be hired for a job. ... With the empirical BIB, each item is correlated with a measure of job performance or other criterion of job success.

What is biographical data on job application?

information on **job** candidates for use in personnel selection. The **data** are usually obtained from **application** forms or special questionnaires (**biographical** inventories) and include such items as age, sex, education, work experience, and interests. Also called **biodata**.

What is biographical inventory?

**Biographical inventories** are standardized questionnaires used for collecting **biographical** data.

What are some biographical questions?

Biographical interview questions

- Tell me about yourself?
- What are your strengths?
- What are your weaknesses?
- What five adjectives would you use to describe yourself?
- Why are you leaving your current job?
- Why have you applied to us?
- What motivates you?
- Where do you see yourself in five years / ten years?

Why is biographical information important?

Biographies may be brief and cover only basic **information** about a person's life such as dates of birth and death, education and vocation. A **biography** may also be very detailed, and cover the cultural **background**, outstanding accomplishments, and historical significance of an individual

What are different types of interviews for selection of an employee?

In this article, I am going to discuss the six of the most common types of job interviews.

1. Traditional one on one job **interview**. ...
2. Panel **Interview**. ...
3. Behavioral **Interview**. ...
4. Group **Interview**. ...
5. Phone **Interview**. ...

What are the six steps of the selection process?

The exact steps will vary by company, but the basics include announcing the job, reviewing applications, **screening** candidates, interviewing, final selection, testing, and making an **offer**.

**REFERENCE:** is an expression of an opinion, either orally or through a written checklist, regarding an applicant ability, previous performance, habits, character, or potential for future success.

Does references mean letter of recommendation?

A **recommendation letter** supports the candidate's application for a specific scholarship, program, job or other opportunity. A **reference letter** is a general endorsement of the person's character, knowledge and skills.

What is the purpose of a reference letter?

A **reference letter**, also called a **recommendation letter**, is usually written to testify to a person's skills, character, experience, and/or achievements. When a candidate applies for a job, he or she will submit **reference letters** to support his or her application.

What should an employee reference letter include?

Advice for Writing a Reference Letter

1. Think carefully about saying yes. ...
2. Focus on the job description. ...
3. Collect information on the former **employee**. ...
4. Include specific examples. ...
5. Remain positive. ...
6. Share your contact information. ...
7. Follow the submission guidelines.

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What is assessment Centre in employee selection?

An **assessment centre** is a **recruitment selection** process where the organisation typically assesses a group of candidates at the same time and place using a range of **selection** exercises.

When should you use assessment centers for selection?

When correctly established and run with a professional approach, most **assessment centres** are generally accepted as a fair method of **selection**, providing equal opportunities for all candidates and **selection** based on merit.

What are the methods of assessment in selecting team member?

Team selection techniques

- Competency modeling.
- Education and training.
- Research strategy.
- Management styles.
- Job analysis.
- Behavioral **interview**.
- **Brainstorming**.
- Hersey and Blanchard model.

What are the disadvantages of assessment Centres?

Disadvantages of Traditional Assessment Centres

- Logistical Hassles. The entire process of evaluating candidates using a traditional **assessment centre** is cumbersome and stressful. ...
- High-Cost. ...
- Introverts Tend to Lose Out. ...
- Accuracy is Questionable. ...
- Untrained Assessors. ...
- Conclusion.

What is the purpose of assessment Centre?

What is an **assessment centre**? An **assessment centre** (or **assessment day**) is a combination of tasks and activities that test your suitability for the job. You'll have the chance to demonstrate



a wider range of skills than you would have been able to during a traditional face-to-face interview.