

MS-108 (Human Resource Management)

Unit- 6: Selection- Process and Methods of Selection

Compiled By:

Dr. Sumit Prasad

Uttarakhand Open University

Selection defined

According to Dale Yoder, “Selection is the process by which candidates for employment are divided into two classes- those who will be offered employment and those who will not.”

According to O’Donnell, “Selection is the process of choosing from among the candidates, from within the organization or from the outside, the most suitable person for the current position or for the future position.”

Process of Selection

- 1) Application Blank
- 2) Selection Test
 - a) Performance test
 - b) Psychological test
 - c) Psychometric test
- 3) Selection Interview
 - a) Unstructured Interview
 - b) Structured Interview
 - c) Depth Interview
- d) Stress Interview
- 4) Medical Examination
- 5) Reference Checks
- 6) Job Offer

Methods of Interview

- ❑ One-on-one Interview
- ❑ Panel Interview
- ❑ Group Interview

Steps in Interview Process

- a) Preparation for Interview
- b) Conducting Interview
- c) Termination of Interview
- d) Evaluating Interview

Limitations of Interview

- Snap Judgement
- Halo effect
- Contrast effect
- Pressure
- Personal biases
- Lack of Knowledge

Job Offer

- ❑ This is the last step in the process of selection.
- ❑ A job offer is a document offering provisional job offer to a candidate.
- ❑ This means that the candidate if agrees to the terms and conditions laid down in the offer and agrees he accepts the job offer.

Selection Policy

- Position Description
- Pre-determined selection criteria
- Privacy and legality
- Transparency
- Diversity
- Ethical decision making
- Procedural fairness
- Selection on merit basis

Reference

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Thank You!