

Candidate Screening



Screening the candidates

Chapter 5



Definition

- Selection is “the process of choosing the suitable candidate for the vacant position in the organization”.
- process of making a hire or no hire decision regarding each applicant for a job



Factors affecting selection

Internal environmental factors

- Size of the organisation
- Type of the organisation
- Nature of social pressure
- Applicant pool
- Legal Considerations





External environmental factors

- Nature job market
- Trade unions
- Government regulation



Difference between recruitment selection

Basis	Recruitment	Selection
Meaning	It is an activity of establishing contact between employers and applicants.	It is a process of more competent suitable employees.
Objective	It encourages large number of Candidates for a job.	It attempts at rejecting unsuitable candidates.
Process	It is a simple process.	It is a complicated process.
Hurdles	The candidates have not to cross over many hurdles.	Many hurdles have to be crossed.
Approach	It is a positive approach.	It is a negative approach.
Sequence	It proceeds selection.	It follows recruitment.

Selection process

- Screening of applicants
- Selection Tests
- Selection interview
- Medical examination
- Reference check and background verification
- Hiring decision



Advantages of Selection

- ✓ Select suitable candidate
- ✓ Verifies applicant's capabilities
- ✓ Saves costs
- ✓ Get applicants pools



Disadvantages:

- ✓ diversity of selection approach
- ✓ Change in organisational environment
- ✓ Time and cost
- ✓ Fairness
- ✓ Reliability
- ✓ Pressure





Screening the candidate

- Shortlisting of applicants by matching the requirement

Principles of screening application

- ✓ Be objectives
- ✓ Equality and diversity
- ✓ Fairness
- ✓ Recruitment experience





Guidelines for screening

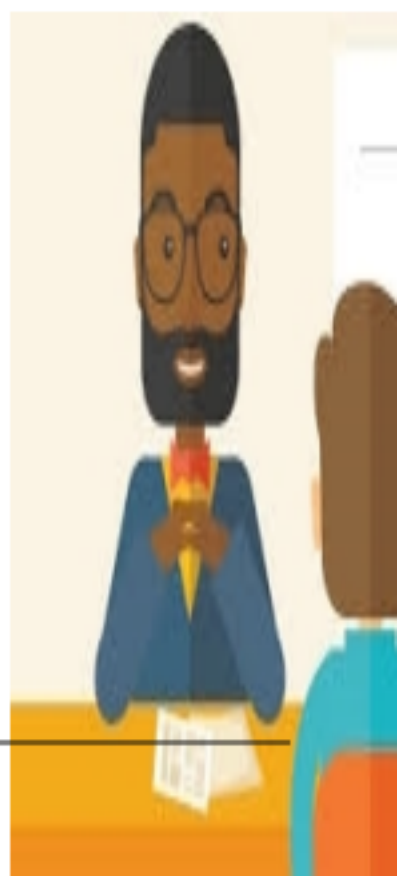
- Using standard applicants form
- Use of scoring procedures to evaluate applicants
- Developing talent pool

Importance of screening:

- Establishing the Qualifications of an Applicant
- Evaluation of an Applicant's Fit
- Protection of the Company

Techniques for screening applications

- Application forms
- Bio data
- Resume
- Curriculum Vitae(CV)



Application form:

- Personnel background information
- Educational attainment
- Work experience
- Salary
- Reference

JOB APPLICATION		
PLEASE PRINT		
Name (Last, First Middle)		
Address		
City	State	
For which job are you applying?		
What will you do if hired?		
Previous job experience:		
Have you ever been fired from a job? If yes, please state the reason.		
YES	NO	
Signature of applicant		
Date		
Immediate supervisor:	Teacher	Room Manager

Bio data

- Personality explanation
- Cognitive and non cognitive explanation
- Non fiction explanation
- Relevant item explanation
- Point to point explanation

BIO-D

PERSONAL DATA	
Position Desired	_____
Name	_____
City Address	_____
Previous Address	_____
Telephone	_____
E-mail Address	_____
Date of Birth	_____
Civil Status	_____
Height	_____
Religion	_____
Spouse	_____
Name of Children	_____
Father's Name	_____
Mother's Name	_____
Language or dialect spoken and written	_____
Person to be contacted in case of emergency	_____
His or her address and telephone	_____
EDUCATIONAL BACKGROUND	
Elementary	_____
High School	_____
College	_____
Degree Received	_____
Special Skills	_____
EMPLOYMENT RECORD	
Company Name	_____
Position	_____
Company Name	_____
Position	_____
CHARACTER REFERENCE	
Name	_____
Position	_____
Name	_____
Position	_____
Gov. Cert. No.	_____
Issued at	_____
Issued on	_____
SSN	_____
TIN	_____
NBI No.	_____
Passport No.	_____



Resume

- Heading
- Position sought
- Career objectives
- Professional summary
- Education
- Work experience
- Special skill, abilities aptitudes
- Activities and interest
- Achievements
- Reference

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CAREER OBJECTIVE

I am seeking for company where my experience can not only be utilized but also automate the working process to the best possible manner.

PERSONAL INFORMATION

Date of Birth: April 18, 1990
Age: 22
Civil Status: Single
Nickname: Jean, Enjhay
Mother: Rona Macasinag
Father: Juniel Macasinag
Religion: Christian Born Again

EDUCATIONAL ATTAINMENT

Tertiary Education
School: Universidad De Manila
Degree: B.S. Education, Major in Biology Science
Address: Arcencos Mahan Garden, Manila
School Year: 2009-2012

Secondary Education
School: Lakan Dula High School
Address: Gagalangin, Manila
School Year: 2002-2006

Elementary School
School: Dr. Jose Rizal Elementary School
Address: Tayuman, Manila
School Year: 1997-2002

WORK EXPERIENCE:

NSTP PROGRAM practice teaching
Daycare Center Pandacan
135 hours

Practice Teaching
Cayetano Arellano High School
630 hours

Weighted application blank

- A weighted application blank (WAB) is an approach to collecting and scoring background information from job applicants. It involves scoring applicant background in a quantitative manner based on the proven "best response" to each application item.

Purpose

- To make the application form more job relevant by adding numeric values
- To help employers make preliminary judgement about the application
- To determine various specific educational experience

Advantages:

- ✓ Good predictors of work behaviour
- ✓ Easy and economical to use
- ✓ Convenient
- ✓ Reduce employee turnover

Disadvantage:

- ✓ Need continuous updation
- ✓ Subjective
- ✓ expensive





Taking behavioural approach to recruitment

- Capital assets acquisition concept
- provide clear direction for employers
- Complex in nature



- Spotting personality patterns:

Shy or withdrawn person being very satisfied
effective sales person

People person working in back room without
interaction



- Making basic assumption:

Three basic assumption:

- there are patterns in people behaviour - avoid taking risk; show sensitivity in deal people, careless, bit details etc.
- They can be seen in past performance
- They will be there in the future



Predicting the future

- Predicting future performance is about f that one high performer
- Assess the past performance of the cand

Strategies for predicting the future

1. Recreate past performance
2. Look for personality patterns
3. Visualise future performance

Pinning down what is needed?

- What person has done in the past is the best predictor of what he or she will do in the future.
- HR should know what behavioural patterns they are looking for?



Targeted interview.

- Targeted approach to the interview, with image, and view
- Method of interviewing candidates for a job based on the idea that past behaviours and experience will predict how well qualified candidates are for the position.





Knowledge and skills

- Interviewer start with most tangible and clear cut items- Knowledge and skill factors
- Knowledge factors – technical or expertise.

Costing system, electronic circuits

- Skill factors – not directly observed , but can be seen them being used or not used.

Planning, analytical etc.



Looking for outstanding performance

- Average performance is not good enough
 - Used as a mean of sorting out the people are interviewed versus those who will be rejected.
-
- Focusing on behaviour
 - Assessing how person performs



Problems:

- Patterns is rarely a clear cut one – sales people should have convincing skill and persuasion
- People can be compensate for shortcomings making up in weakness
- Good quality can be carried too far –
- What is needed can be changed
- Technical specification can be over emphasis



Winning candidate's profile

- Winner profile consists of 12 specific characteristics

Starting point – goal orientation

Day to day execution – Organisation

Initiative

Intelligence

Dealing with people – Relationship skills

Communication skills

Leadership skills



- Inner person – Enthusiasm
Drive
Resilience (An occurrence
rebounding or springing back)
- Additional characteristic- Self development
Stability





Additional characteristics

- Overall impression from the interview
- Suitability to key selection criteria
- Career highlights and achievements
- Relevant skills and qualifications
- Referee feedback
- Salary expectations
- Availability
- General recommendation

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