

Steps to Selecting Competencies

THE 7 STAGES OF THE SELECTION PROCESS



1. Application

After you've created a job advert – and double-checked it for any errors – it's ready to be posted. Candidates can now apply but the number of applications, the quality, and diversity of those who do, can vary hugely.

2. Screening & pre-selection

The second step in the recruitment and selection process is the initial screening of candidates. The goal of this second phase is to reduce the pool of candidates from a large group to a manageable group of between 3-10 people that can be interviewed.

3. Interview

A job interview involves the candidate being interviewed by their direct manager or the recruiter (or both) to assess how well-suited they are for the role.

The interview offers some insight into a person's verbal fluency and sociability. It also provides the opportunity to ask the candidate questions related to the job and it presents the opportunity to sell the job to the candidate.

There are two main types of interviews, an unstructured and a structured interview.

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In a **structured interview**, a standardized set of questions is used. This provides the interviewer with a uniform method of recording information and standardizing the rating of the applicant's qualifications.

Unstructured interview. These interviews aim to gain insights into a candidate's personality, behavior, and approachability among team members.

4. Assessment

Where the pre-selection, or screening, is used to roughly weed out the least suitable candidates, the full assessment is usually more accurate.

5. References and background check

By this point, you have reduced the long list of candidates to a shortlist of one to three candidates. An essential step in the candidate selection process is reference checking.

Reference checks are a way to confirm the accuracy of what a candidate has told you, and your impressions of them.

6. Decision

The next step in the recruitment and selection process is making the decision; choosing the candidate with the greatest potential for the organization. Sometimes this means picking someone less qualified at the moment – but who is committed to growing and staying with the organization for longer.

7. Job offer & contract

After your company has made a decision, the selection process isn't over. The offer is made to the candidate. If they accept the offer, you draw a contract and have both parties sign it. Only when the employment contract is signed by all parties, is the selection process complete.

REFERENCE:

(2021) ERIK Van Vulpen. AIHR ACADEMY TO INNOVATE HR
The Selection Process: a 7-Step Practical Guide

<https://www.aihr.com/blog/selection-process-practical-guide/>