

About the importance of employee selection



Employee selection is important as it is the process of recruiting and hiring employees who have the necessary qualifications to perform the jobs in an organization. Selecting the right employee is hampered in many situations by the available applicant pool (applicants available with the necessary skills) or a geographical location (the company is located in a remote area). Therefore, some companies take these things into consideration when recruiting efforts are initiated and selecting the best in class applicant may be the company's biggest challenge. The selection process begins when a hiring need is identified.

Some companies may develop specific job descriptions based on a new or existing opening. There may be a created position stemming from a new product or process. The job description may list the job tasks that are required to perform the necessary objectives and goals. The description may include the knowledge, skills and abilities (KSA's) required to adequately perform the job in a satisfactory manner. When the recruiting--the process of finding candidates through various resources--efforts begin, these KSA's are used to place ads and screen the resulting resumes.

Selection And Legal Responsibilities To meet Equal Employment Opportunity (EEO) requirements, responsible planning is needed in the selection process. Job descriptions need to be written in a manner that is non-discriminatory for age, race, sex, national origin and religious beliefs. For example, a receptionist position should not contain language about youthful appearance or a certain gender preference as this could be construed as discrimination due to age and gender.

Federal and state laws, such as age discrimination (protection of age discrimination for those age 40-70), the pregnancy act (prohibits discrimination against pregnant women) and the Americans with Disabilities Act (requires reasonable accommodation of persons with disabilities) protect potential employees from being excluded if all other requirements are met. Selection And Corporate Image And Success Some companies may choose employees based on the necessary knowledge, skills and abilities to perform the job at a minimal of acceptable performance.

Employees who perform at a higher level of competence may be considered most valuable performers and are rewarded accordingly. Since above-average employees may be instrumental in driving success, the company may initiate a rather comprehensive hiring process. This process may include several interviews, background checks, skills testing (typing, data entry, spelling, filling), drug testing and reference checks. In attracting top applicants, the company image is at stake. Therefore, receptionist, interviewers and company executives strive to make a good impression.

Selection And Employee Security Employees have a right to work in a safe environment. Therefore, some companies have clearly defined policies regarding safety, health and security in the workplace. The selection process should include the conscience of the company in that every person hired needs to be carefully screened. Some companies have third-party vendors that perform criminal background checks. Required drug tests can identify any potential drug abuse issues prior to employment. Driving records can reveal any reckless incidents or driving under the influence (DUI's).

Companies that do not screen potential employees adequately may be subject to liability in future situations. Selection And Employee Retention Companies with a well designed employee selection process understand the importance of retaining these valuable assets. Therefore, selecting employees who have the skills, education and motivation to be successful is critical. Included in the selection process should be the continued improvement plan with development programs (leadership, problem solving), employee rewards program (outstanding performance, bonus plans, recognition functions), and succession planning (preparation for future positions).