

# How to develop an assessment tool to facilitate the organizations hiring process



**ASSIGN  
BUSTER**

## Assessment Tool to Facilitate the Organizational Hiring Process Number and Number Submission

Total Number of Words: 507

### Part I – Design a Set of Criteria for Hiring Process

A sensitive part of the duty and responsibilities of the HR department is to recruit and select individuals who are searching for a job employment. As a standard operating procedure of recruiting process, one of the prerequisite of having a group of highly competitive employees is to analyze a particular job description such as skills or personal traits of the applicants (Nelson 1997, p. 40).

Resume and job interview is not always a good basis for setting criteria for hiring process. It is possible that a job applicant is good at writing resumes and be vocal during the job interview but ends up not qualified to be hired as customer service assistant for a health care organization. To increase the percentage of hiring the right person for the job, it is necessary to consider the following set of criteria:

1. Verify job application before setting an interview. Job application will enable the HR manager to have a good insight as to whether or not the job applicant is loyal to his/her employer. Through the one-on-one interview with the job applicant, HR manager could somehow determine the type of personality and previous work exposure the applicant has.

2. Skills evaluation and job analysis. It is not enough to read through the resume regarding the applicant's claimed skills. It is best to give the applicant an actual test to allow the HR manager evaluate the applicant's potential work performance. A job analysis is an essential part of job

recruitment processes. Through job analysis, HR managers can define a <https://assignbuster.com/how-to-develop-an-assessment-tool-to-facilitate-the-organizations-hiring-process/>

particular job responsibility and identify the a potential employee's work abilities, skills, educational background and experiences necessary to allow the person to perform a given job position (Stone 2005, p. 10).

3. Based on the applicant's rating and employment verification result, HR manager should be ready to create the applicant's skills profile. This profile will be useful in narrowing the criteria used in making the final decision.

4. Decide whether to hire or not to hire the applicant.

## Part II

According to Hacker (1997), " a poor recruitment decision can cost a company the amount equal to 30% of the company's First-year earnings" due to the possibility that the company will lose some of its loyal customers, the high cost associated with the provision of training programs, advertising costs, recruitment fees, and lower productivity level (Bach 2005, p. 115).

Based on the background information gathered from each of the five companies, it is safe to conclude that a successful hiring process tool is composed of a set of criteria that can be useful in predicting the applicant's work performance and test the applicant's reliability and determination to work outstandingly and stay loyal with the company.

For instance: As part of the hiring process, assessment technology that is designed to assist the HR manager in identifying the applicant's ability to meet the job requirements can be used in assessing whether or not the applicant

should be hired as the new customer service assistant.

\*\*\* End \*\*\*

## References / Bibliography

Bach, S. (2005). *Managing Human Resources*. 4th Edition. Personnel  
<https://assignbuster.com/how-to-develop-an-assessment-tool-to-facilitate-the-organizations-hiring-process/>

Management in Transition. Blackwell Publishing.

Hacker, C. (1997). The Cost of Poort Hiring Decisions... and How to Avoid Them. In Nuewell, Sue (ed) " Chapter Five - Recruitment and Selection".

Nelson, J. B. (1997). The Boundaryless Organization: Implications for Job Analysis, Recruitment, and Selection. Human Resource Planning , Vol. 20, pp. 39-48.

Stone, R. (2005). Human Resource Management, 5th Edition. Ausralia: John Wiley & Sons Australia Ltd.