

Pr and her professional

Experience, Human Nature



How to evaluate and choose several selection devices such as an interview or ability tests to reject or accept applicants. To evaluate and choose whether or not to utilize integrity testing and drug testing. Introduction The human resources department will go through a number of steps of selection of candidates for the new office. There will be important process and procedure for recruitment and selection by the help of interviews and other techniques.

In any business process the steps for formal selection and recruitment are based on the important motive. It ensures that the candidates are put in the right place for particular roles and responsibilities in an organization. Legal Aspects Here are the following laws legislation impacting the recruitment and election process that are to be taken care before a person can be recruited for the new facility.

Equal Pay Act 1970 Sex Discrimination Act 1975 Race Relations Act 1976/Amendment Act 2000 Parental Leave Regulations 1999 The Disability Discrimination Act 1996, 2005, 2006 EX. Directive 1000/78/SEC on Equal Treatment in Employment Equal Act 2006 work and Families Act 2006 The general philosophy of equality legislation is that individuals are treated right and not judged on the basis of their external characteristics such as age, gender but on individual merit; that is the general rule and violation of it institutes discrimination.

Equality legislation does not prevent selection on the basis of merit (Purcell, 2003). Preliminary screening This step will be carried out in three stages because the preliminary screening should only filter out the candidates who cannot become part of the company even after the required training and

mentoring because they lack the basic aptitude level required to imbibe the functional expertise along with the organizational behavior of the company.

These candidates whose career and personal goals are not in line with the organizational goals need to be laminated at this stage (Purcell, 2003).

Resume shortening The first step pertains to the resume shortening which will be done to see if the candidate has any inclination towards the products offerings of the company and is dynamic enough to become part of the company. It depends on the functional expertise and the job description whether the candidate fulfills the required prerequisites like education, extracurricular, professional courses etc.

This stage is crucial as it will enlist the qualify set of the prospective candidates (sermon, 2007). **Written test** The next step is to conduct the written test which will be designed to test the candidate basic knowledge regarding the recent trends in the technological products. This will be aimed at eliminating the students who look good on paper but lack the practical knowledge about the industry. This stage would enlist the consideration set of candidates that are to be considered for the later stage.

Group discussion This stage will aim at weeding out the candidates who do not have group communications skills which is required for inter-functional interactions and negotiations. This company is a geographically diverse organization; the products are a result Of the massive inter-functional conflicts and resolutions. Any individual who become a part of the company should have the ability to put across his or her thoughts effectively and clearly to avoid confusions.

This stage will make sure that the candidate can work in a dynamic work environment to go to the next stage because they will be able to manage the inter-personal conflicts arising out the difference in the expertise and functional aspects of an individual (Purcell, 2003). Group interview Candidates who go through group interview process will be pitted against each other to bring out the best in them and see how they perform in peer pressure situations.

This will make them bring out all the knowledge which can be further used to judge if they have enough technical knowledge. This stage will bring out the best in an individual and make the recruiter understand the inner skills of the candidate and the ability to perform under extreme competitive forces in and outside the company (Keeps and Delver, 2007). Persona interview This stage of the selection process is the most crucial as this will understand the innermost drives and ambitions of the candidate.

This will determine if the candidate fits well with the goals of the organizational culture of the company. This stage is the most crucial of all stages as this will let the recruiter know the goals, aspirations, abilities and the manner that is not possible with any other methods. The interview should be both functional, which will judge the technical expertise required to carry out the roles and responsibilities of the candidate and HER interview will judge the overall resonance of the candidates (Armstrong 2008).

Functional The first personal intent. IEEE is aimed at understanding the technical knowledge in depth and cross questioning in order to make sure if the candidate is theoretically driven and understand the concepts as well.

This round will be more rigorous for product development, logistics, operations, R and D less for sales and marketing, PR and HER professional. The interview should be unstructured in order to provide maximum control to the candidate because this is not an elimination round but a selection round. This will ensure that anxiety is reduced and the candidate performs at his or her best (Allen and White 2007).

HER This round of interview will play a deciding role in the hiring of the candidate as it will decide further if the candidate fits well in the job description. This round can be considered as a formality for some candidate as they fit to the requirement of the company as judged in the previous rounds. It is essential to finally ask the prospective employees about their long term goals and short term goals and how they are going to fulfill them by working for the organization (Allen and White 2007). References Allen, M. R. ND White, p. (2007) Strategic management and HARM, in Oxford Handbook of Human Resources Management, deed Peter Boxful, John Purcell and Patrick Wright, Oxford University Press, Oxford Armstrong, M. (2008). Strategic Human Resources Management: A Guide to Action Fourth edition, United Kingdom, Kananga Page Limited Keeps, S. , & Delver, J. E. (2007). HARM systems and the problem of internal fit. In p. Boxful, J. Purcell & P. M. Wright (DES.), the handbook of human resources management (up. 385-404). Oxford: Oxford University Press.