

Example of research paper on data collection techniques matrix

[Business](#), [Marketing](#)



Techniques of data collection in employee selection are useful because they help in identification of competent and reliable individuals for a given job. Organizations seeking to employ new workers identify techniques that suit the selection process, the job post and the kind of employee they desire to hire. Popular data collection techniques include record tracking, assessment instruments, and assessment centers, in baskets, nonverbal tests, leaderless group discussions, interests' tests, situational tests, projective tests, weighted application blanks and work samples. This is a review of the various techniques of collecting data.

Assessment centers and assessment instruments

Assessment centers are techniques where the required information is assessed at different places then compiled later. The centers of assessment are set up at different places at the place of work such and anywhere that necessary information can be obtained. Assessment instruments are the tools used to assess and collect information. These instruments include observation, interviews and surveys. They help collect and assess the required information used in hiring new employees.

In basket tests

This is a hiring test technique where potential employees are sent many mails, memos and calls. It is meant to assess their ability to work on tight schedules, priorities and to respond when called upon. This technique helps identify individuals who are responsible, decisive and hard working.

Leaderless discussion groups

This technique is used to identify individuals with leadership qualities for leadership posts in an organization. The technique involves putting a group of individuals together without a leader. This group will be observed in how they behave and work. Those individuals who show maturity and leadership abilities by guiding others and making decisions are the ones who pass this kind of test.

Nonverbal and situational tests

This is a mental test used in recruiting employees. The tests show one's ability to solve issues through visual reasoning and understanding and analyzing visual data. Employees who can identify similarities, differences and relationships between patterns and shapes easily pass this test. Situational tests are about determining an individual's ability to handle different situations in an organization setting. These tests determine an individual's ability to make correct decisions and solve problems.

Interest and projective tests

Interests tests are done to collect information about the kind of things an individual is interested in doing. Individuals are given many tasks and the tasks they perform efficiently is more likely to be the one that interests them. Projective tests help in exposing an individual's hidden characters, emotions and internal conflicts.

Weighted application blanks and work samples

Weighted job-application blanks are a tool that helps determine the chances that an employee will be successful in an organization. The characteristics of the person are assessed and measured and the chances of them succeeding established. On the other hand, work samples are a technique whereby an individual's sample work is assessed before a decision on hiring is done.

Work sample can be effective if well used by an organization.

These techniques can be very helpful to Gilliland –Moore Wines in its selection process of its new sales team. The selection techniques used in the selection of vice president, sales team members and regional managers vary.

Vice president

The most appropriate techniques in selecting data for this post include situational tests, work samples, leaderless group discussions and assessment instruments. When these techniques are used combined help in identifying individuals who have experience in handling different situations in the sales environment, have leadership qualities and have desirable attributes like at personal level.

Regional Managers

The organization can use interest tests, situational and assessment instruments to select regional managers. This is because interest tests help in identifying people who have a passion in sales, situational tests gauges

their experience and ability to deal with different sales situations and assessment instruments help identify their competence and personality.

Sales team members

The best techniques to use in selecting sales team members would be assessment tests and projective tests. Assessments tests help identify people who have experience and knowledge in sales and have desirable c.

Conclusion

Therefore, methods of collecting data when employing new workers help identify individuals with desirable attributes and who will help improve the organization. Organizations must consider carefully the type of technique to use in data collection because it influences the kind of people who get hired in the end.

References

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