

Public personnel administration



Moreover, nowadays, to make sure the organization can achieve their goal in order to give the most qualities of services and production to the customers, the future employees must have full experience with the position they were apply and can survive with community In the workplace. This mean, the future employees must have a good basic criteria needed to employment and also have certain knowledge of the work they were apply. Employer from private and public organization will find out the available tools which It can get more qualified workers from social media such as Public Service Commission In Malaysia, Linked. M and the others. Other than that tools, employer also can find their future employees when student do practical in that, post the staff to the highest position from probation such as, 3 months or 6 months. Selecting the right person who can Join the organization is very important to ensure that we did not spend much in post the employees to Join any motivation or recruitment program which will take a long time to the fresh employee learn about their works.

The use of a rigorous and adaptable set of selection tools enables employers to accommodate candidates with obvious and non-obvious disabilities.

Selection tools are any assessment devices used to identify which Job candidates are most likely to perform effectively and make significant contributions to the workforce. Use of these formal assessments has been shown to result in productivity increases, cost savings and decreases in attrition.

Common selection tools include structured interviews or Job knowledge tests, cognitive assessments, physical fitness tests, and personality assessment & integrity tests while the Job applicant screening were including

telephone interviews, credit history checks, preference for individuals errantly employed, social media and online application systems. Employers should ensure that selection tools are available in accessible formats and are administered in accessible locations; and that potential candidates are aware of these alternative formats or sites.

This ensures that individuals with sensory disabilities (hearing and/ or vision) or users of mobility devices have an equal opportunity to participate in the selection process. Additionally, it is a good practice to provide the contact information for the person responsible for ensuring accessibility in the event an applicant has questions. Most of all, employer will offer the available position to the new employees who can fulfilled the requirement for the Job.

Future employees, the candidates will apply for the Job even they does not have all the requirement because as we know from the statistic every year, most of graduated student does not have Job which are suitable with their education or the requirement of the Job. Selection is the way to choose these future employees according to criteria needed for the Job. Selection is the process to short list all the candidates according to their criteria and will be easily finding the candidate after short listing.

Usually employer is more difficult to hired someone from outside because as we know, today, we can found many In order to select the right person who will take the position in organization, here have several tools can be used by the employer; common selection tools include structured interviews or Job knowledge tests, cognitive assessments, physical fitness tests, and

personality assessment & integrity tests while the Job applicant screening were including telephone interviews, credit online application systems. I.

Common selection tools are the most popular way to find the future employees cause it has been used in most of organization either in private or public organization. 0 Structured interviews are often used to evaluate softer skills as well as interpersonal and communication skills and leadership abilities. Examiner will found out the future employees skills either they would be hired or not such as communication skill in language because we usually in Malaysia will know Malay and English language only other than ethic language.

The candidates who can speak more than two languages as a primary language usually have more interest other than someone who only can speak in two languages. Moreover, if the organization is resort or something including works with overseas people such as Chinese, Thailand, Korean or Japanese, because this type of people will always make contract with Malaysian people. Although, the Job knowledge must be know and learn because it will help the candidates on the position later to solve problem or the task given by employer.

Job knowledge does not cover what task will employee should do only, but including the workplace either it is right to be in there or not. Cognitive assessments measure multiple mental abilities, such as verbal and mathematical abilities, seasoning skills and reading aptitude. In some instances, an individual's disability may impact the ability to effectively demonstrate interpersonal capabilities in an interview setting. Individuals

with autism, for example, may have great abilities in mathematics and organizational skills, but may have difficulty with communications and interpersonal skills.

The focus of the interview should be on measuring the abilities that the candidate will need to have to perform the Job. Cognitive aptitude assessments have been shown to have positive correlations to job performance and therefore are a very popular selection tool. Nevertheless, examiner must ensure that individuals with cognitive disabilities are provided with a reasonable accommodation, which may include additional time to complete tests or an alternative test format.

Reasonable accommodations are adjustments or modifications which enable people with disabilities to perform the essential functions of a Job efficiently and productively. Accommodations vary depending upon the nature of the Job and the needs of the individual applicant or employee. Not all people with disabilities (or even all people with the same disability) will require the same accommodation or any accommodation. These accommodations may have adverse impacts for individuals with cognitive disabilities, such as learning disabilities.

In order to solve this problem, employer can make reasonable accommodation such as Job restructuring, modifying work schedules, acquiring or modifying equipment for devices, adjusting or modifying tests and training materials, providing assisted technology or devices and reassigning an employee with a disability to a vacant position. Stamina, and ability to accomplish the essential functions of the Job. This is more important when the

Job needs the employee to work hard more than someone else in the organization such as needs to work overtime to finished he task given by employer before timeline.

As we know, employer will find spontaneous employees who can finish the work before the time they asked for submitted. Employers need to be cautious about physical fitness tests to ensure that the abilities measured are indeed essential for the Job and that the specific requirements could not be performed differently or be accommodated. Sometimes there is often a mistaken assumption that individuals with disabilities are unable to successfully complete physical fitness tests. Personality assessment and integrity tests are used to evaluate characteristics which have been correlated with positive performance. These tools assess traits such as conscientiousness, extroversion, agreeableness, or receptiveness to new experiences. Additionally, integrity tests are used to evaluate attitudes and skills relating to a person's honesty, trustworthiness and reliability.

Individuals with some disabilities, such as autism, may score low in some traits such as extroversion or excessiveness to new experiences.

Personality-type tests can be difficult for people who have thought disorders like schizophrenia, or for people who interpret questions very literally, such as a person on the autism spectrum. Integrity tests are difficult for people with learning disabilities who may have low literacy or difficulty with reading comprehension, in which case the test results may be an indicator of a person's reading comprehension skills, as opposed to their ability to do the Job.

Job applicant screening is essential in the candidate selection process, as it assists human resources professionals in eliminating noticeably mismatched or potentially poor performers from further consideration. Common screening methods include informal meetings, phone interviews, and the emerging practice of using social media to gather general information about the applicant or applicant's background. Below is a list of screening practices utilized by employers, which may have adverse impact on persons with disabilities, and recommendations to eliminate or reduce such impacts. Telephone interviews can be very useful in assessing whether a candidate will fit in with the workplace culture and whether they possess the proper skills and experience. Phone interviews can screen out individuals who have speech impairments or who use telecommunication devices for the deaf, hard of hearing, or speechified. Identify the appropriate tools required for a particular job to determine whether verbal communications is an essential function and whether an alternate screening method could be utilized.

Phone interviews can cause disabilities candidates to get the job. For example, if an applicant is being hired to reply to online inquiries with no need to communicate with customers verbally, a phone interview as a screening method could unfairly disadvantage candidates with certain types of disabilities. Credit history checks are highly recommended for jobs with a strong emphasis on financial responsibility and integrity. Individuals with some types of disabilities (e.g., ability to maintain good credit, may be affected by this method of screening.

Employers should carefully consider whether to use this method for jobs in which financial management is not an essential function. Additionally,

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individuals who choose to disclose that their poor credit history is due to a disability should be revived an opportunity to demonstrate they are able to uphold financial integrity. For example, an organization could ask a candidate with a disability to present extra documentation explaining a credit dilemma to give the person an equal opportunity to participate in the hiring process. Preference for Individuals Currently Employed sometimes prefer "current employment" when selecting Job candidates, as they perceive that such individuals have more valuable skills and are more likely to be productive and successful in the workplace. Preferring candidates to be currently employed can have an adverse impact on individuals with disabilities who have disability-related gaps in employment, or who have little or no employment experience.

Employers often have the misconception that an employment gap or lack of experience indicate that a potential employee is unmotivated or that the individual's skills are outdated. Employers should evaluate whether their field requires individuals to stay current in the usage of the latest technology, certifications or licenser in order to perform the essential functions or whether having no gaps in employment is essential.

Emphasis should be placed on valuating candidates' skills and educational backgrounds to determine qualifications and appropriateness for the position for which they are being considered. Social media is to gather general information about the applicant or applicant's background has significantly increased in recent years, as employers seek out additional sources of (unfiltered) information on candidates. Should be used when obtaining information that may influence hiring or other employment-related decisions.

For example, a candidate who is blind has not disclosed his disability to an employer but an employer learns about it through social media. The employer opts not to hire the candidate based on this information. This is discriminatory because the decision was not based on the candidate's ability to perform the job, but rather on disability-related information. Whether employers gain information by looking at social media sites during their screening process, all candidates should be evaluated based on their experience, knowledge, skills, and education to perform the job.

Organizations are encouraged to establish clear policies around their social media activities during their candidate selection process. Online application systems are to assist human resources professionals in managing applicant flow and in sourcing qualified candidates more efficiently. These systems also help screen resumes for specific key words, skill sets, certifications and educational degrees matching candidates to specific job requirements and available openings.

Companies utilize qualified and which candidates receive interviews and subsequent job offers. Many companies are utilizing technology to promote greater efficacy, online application systems assist human resources in managing increased recruitment activities, enhance record keeping and evaluation. While online application systems expedite the screening process for human resource, organizations must ensure that these online systems are not posing technical barriers for applicants with disabilities.

In conclusion, these tools make employers easy to find candidates for their position available in organization because there had been listed ways and

tools on how to conduct the new candidates. Common selection tools include structured interviews or Job knowledge tests, cognitive assessments, physical fitness tests, and personality assessment & integrity tests while the Job applicant screening were including telephone interviews, credit history checks, preference for individuals currently employed, social media and online application systems.

Nevertheless, these tools also have the advantages and disadvantages but it can be done through resolving materials such as adjusting little bit the tools ways from too strict to more comfortable to use it. Organization can hire the best employees with the most qualified and can earn profit as soon as possible with the new ideas as fresh employees from universities or college.