

Recruiting, screening, interviewing, testing and selecting employees

[Business](#), [Management](#)



The paper " Recruiting, Screening, Interviewing, Testing And Selecting Employees" is a wonderful example of a management essay. The methods entail a comprehensive outline of the particular job description that every personnel applying for recruitment must satisfy. The description should delineate the fundamental responsibilities, output expectation, and behavioral characteristics of a potential candidate. The process of outlining the job descriptions involve assembling of a team of people representing the best qualities of people currently holding the docket (Lussier, Kimball & Lussier, 2009).

Methods of screening candidates

Interviews

These are the methods deployed by the interviewers to extract or meet a given objective. They include behavioral based interviews, case interviews and informational interviews. The interviewers use the varied methods to extract as maximum details from a potential candidate as possible (Lussier, 2008).

Testing Procedures

Psychometric testing is useful in testing a range of individual attributes. The testing methods involve ability testing, aptitude testing, and personality profiling that are essential in small, medium, and large businesses (Lussier, 2008).

Interview Process Considerations

The interview process involves identification of strategic requirements of a specified job and listing of relevant questions. A panel of professional interviews potential candidates and scores them based on their answers. On

completion of the interview process, the interviewers choose the best candidate based on the overall scores.

Methods of Selecting Candidates

These methods employed in choosing the best candidate to suit a particular post. Voting is one such method where the panel of recruiters votes the best candidate based on the individual assessment of the candidates (Caruth, Caruth & Pane, 2009). The next selection is an analytical method based on the candidates' scores from a successful interview process. The candidate with the highest score is selected automatically. In addition, short listing and assessment of applicants' are other strategic methods for selecting the suitable candidates for particular posts.