

Hrmselectiontools



When beginning the hiring process for a perfect candidate, for an entry level position at a supermarket.

The selection tool I would start with would be the application process. The second tool I would use would be background checks. Lastly I would also require the applicant to submit a drug test. The application process is the most important part of finding a candidate for this position. Applications would include the applicant name, age, sex, education, past employment history, arrest and any criminal convictions, citizenship, references and disabilities. This application process will help eliminate the applicant that does not meet requirements of the job. This will also cut down on time by eliminating the applicants to call to interview.

The application will also ask what shift and how many hours the applicant will be willing to work and when they will be available to start. The start date is really important in my point of view because if the applicant says they can start rite away I would ask them they have put in a notice to the their present job. If the applicant says no that will tell they plan on quitting without proper notice which is not a good trait. Secondly I would run a background check on the applicant because this will show two things about this applicant. Number one it would show their honesty the application ask if they have had any past convictions. I do understand that people do make mistakes so I would not solely go on the results of the background check. If the person has had current theft or deceptive charges I would not consider them for employment.

This is to better protect my store and the consumers that shop in the supermarket. Lastly I would have all applicants submit a drug screening before hiring them. I feel that it is very important to know that you are not considering someone who uses drugs in a position that may be departmental to the surrounding co-workers and the consumers. An employee who may be addicted to drug can have erratic behavior that can put everyone around them in jeopardy. In the supermarket setting a person addict to drug would put the company in harm??™s way of having money stolen from them.

Also a person with an addiction problem may also have a higher call in rate due to the addiction. In conclusion these are the selection tools I would use to hire someone for an entry level position at a supermarket. I feel that these tools are very important because the employee will be working with money, and the community. This is why I have chosen to use application process, background checks and drug screening for my selection tools for this position. I would use all the same selection tools when completing my final project. I choose these because these are the beginning steps on screening employees if they meet these requirement there would be further testing and a second interview.

I will make sure they are well aware that they will be put on a ninety day probationary period. Then I would closely monitor their interaction with coworkers and consumers. Interview questions: 1- Why do you feel like you are a good candidate for this positionI would ask this to give me a better insight on how the individuals views there personal work performance. 2- How would you react to a hostile customerThis question is important because if they cannot handle being put under pressure then they would not be a

good candidate for the position. 3- If someone was stealing money and you found out what would you do about it This question will help you get to know how honest the person is. 4- What do you feel like your weak areas are This question is important because it will tell that they recognize that the applicant does have weaknesses and are willing to work on them. 5- Tell me about yourself This just gives an insight on how the employee views themselves.

6- What are your strengths This tells you the strong point of this employee and what may be useful in this position. 7- Where do you see yourself in five years I think this is a very good interview question it tells you more about this person if they are willing to strive for more or just settle. 8- If you cannot resolve an issue what would you do Although different situations accrue this will help you get a take on what this person may do in the situation 9- If you have a problem with a manager what would you do 10- Do you have any questions I feel all applicants should have at least a couple questions just to make things clearer. In the second interview I would then consider using personality test and behavior test. Personality test depending on what kinds of test you decide to go with can get expensive but for this particular position they are rather inexpensive. The main goal of these test are to get an insight of the employee's honesty and integrity.

Behaviors test would be to test on how the applicant will respond to different situations. I feel that hypotheticals are more affective in this type of setting. This will put the employee on the spot to handle situations. I feel that it is very important to select the proper tools in the hiring process because if you

just hire unreliable, unqualified employees they are just wasting the company's time.

In conclusion taking the extra steps to seek qualified employees will insure that the applicant is the correct fit for the position.