



PATNA UNIVERSITY
M.A (PSYCHOLOGY) SEMESTER-3
HUMAN RESOURCE MANAGEMENT (CC13)
TOPIC: SELECTION PROCESS

Dr. Saba Farheen

UGC NET, UGC PDF, Rajasthan SET, PhD

Part Time Assistant Professor

Department of Psychology, Patna University

Email id- sabapupatna786@gmail.com

SELECTION PROCESS

- Selection is the process of choosing which applicant should be appointed to a vacancy. A successful recruitment campaign should result in a good number of suitably qualified applications for a vacancy. After recruitment, the next task is to select the most suitable person. Employers must decide who should be involved in this task and provide support in terms of policies, procedures and training.
- **Aims of selection process**
- The ultimate goal of selection is ‘to choose the best person for the job’. Selectors attempt to match candidates to the job requirements predicting how well they will perform if offered the position. Selectors also need to ensure that the candidate fully understands all major aspects of the job so that new recruits are not likely to become disillusioned and leave within a short period of time. The objectives of the selection process are as follows:
 - Gather as much relevant information as possible
 - Organize and evaluate the information
 - Assess each candidate
 - Provide information to the applicants



- **FACTORS AFFECTING SELECTION PROCESS:-**
- Selection criteria for the post to be filled
- Acceptability and appropriateness of the methods
- Abilities of the staff involved in the selection process
- Administration
- Time
- Expenses
- Accuracy
- Techniques
- Nature of the selectors
- Number of vacancy



- **Methods of Selection process:-**

- Shortlisting (Scrutiny of applications)

- Interviews (Telephonic interview, Face-to-face interview)

- Psychological testing (Intelligence test, Ability test, Interest Test, Attitude Test, Personality Tests etc)

- Assessment centres (Work simulations, Group exercises)

- References (Requesting a reference, Supplying references)

- Criminal record checks

- Final selection



- **In relation to the successful candidates:**
- Offer the position to the candidates
- Secure their acceptance of the position
- Agree the details of the appointment
- Confirm the details in writing
- Check essential qualifications
- Initiate new employee processes
- **In relation to the unsuccessful candidates:**
- Inform them of the outcome
- Provide feedback if appropriate
- Prepare adequate records
- Monitor the process

