

## Selection Process

This involves screening applicants to ensure that the most appropriate candidate is hired.

**1** **Establish a list of criteria.**  
What are the skills, knowledge and attributes that the ideal candidate should possess? Use the job description to establish this list.

**5** Assess each applicant's performance using an **interview scoring grid**.

**2** **Review resumes and application forms** from all job applicants. Determine **which applicants meet or exceed** the minimum qualifications stated in the job posting.

**In some instances, the selection process may be more extensive and may include these additional steps:**

**3** **Create a short list** of the most promising applicants. Plan and **schedule inclusive interviews**.

**A. Written or skill tests.**  
Such tests are used to objectively assess potential candidates and should not be biased. All questions or tasks should be exclusively job-related. Test results are used to create a very short list of candidates.

**4** Conduct interviews with at least **two interviewers present**.

**B. Second and third interviews.**  
The second interview is used to assess a candidate's responses to various job-related scenarios. Subsequent interviews can provide a platform for candidates to propose innovative solutions to challenges facing the organization.

**6** Select the most appropriate candidate for the job.

**7** **Make the job offer.**

This document is provided for information purposes only. The content provided is not legal advice and should not be used or relied upon as such. Applicable law may differ from jurisdiction to jurisdiction; if you are seeking legal advice, you are advised to consult a lawyer in your province or territory.

Community Foundations of Canada. Retrieved from the HR Council of Canada website.



HireForTalent.ca

HIRE for TALENT has made every effort to use the most respectful words possible while writing these materials. We realize, however, that the most appropriate terminology may change over time. We developed these materials with the intent to respect the dignity and inherent rights of all individuals.