

5.6 Selection Process



This involves screening applicants to ensure that the **best** 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 said list of criteria.

2. Review resumes and application forms from all job applicants.

Determine which applicants meet or exceed the minimum qualifications stated in the job posting.

3. Create a short list of the most promising applicants.

Plan and schedule inclusive interviews.

4. Conduct interviews with at least two interviewers.

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

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

- **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.

- **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.

Source:

¹ *Community Foundations of Canada. Retrieved from the HR Council of Canada website.*

Disclaimer:

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.