

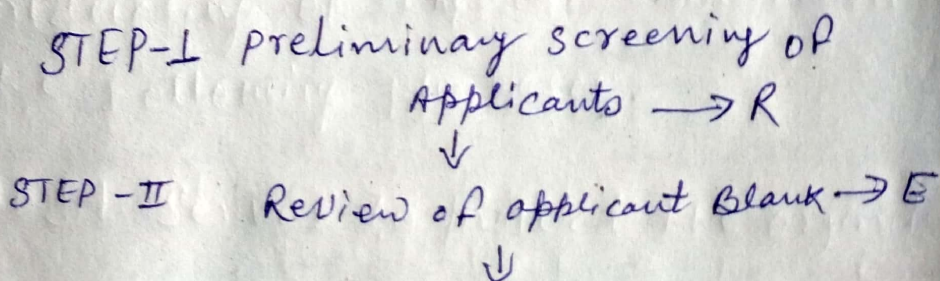
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Subject: - Human Resources Management  
Unit - 01

Topic: - Steps in Selection procedure

The hiring procedure is not a single act but it is essentially a series of methods or steps or stages by which additional information is secured about the applicant. Selection processes or activities typically follow a standard pattern beginning with an initial screening interview and conducting with the final employment decision.

Although selection procedures change from one organisation to another in terms of size, industry location and scalar level or jobs being filled, the selection process depends upon effective job analysis and recruitment. According to Yoder, the selection process involves the following steps as shown in figure.



- STEP-III checking References → J  
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- STEP-IV Physical Examination → C  
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- STEP-V Psychological Testing → T  
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- STEP-VI Employment Interview → O  
↓
- STEP-VII Evaluation of the Programme → N.

### Description

#### STEP-I Preliminary screening of applicants

Selection procedure starts with the preliminary screening of the applications. The applicants are screened on the basis of standards set out by the organisation.

#### STEP-II Review of Application Blank

Application blank is a brief written resume of the name, age, address, education, occupation, interests and experience etc. of the candidate. Through the application blank, the candidate provides the useful information to the employer in the areas of identification, education, experience, expected salaries, communities activities references etc. Application blank is an important stage in selection procedure. It provides basic information about the prospective employee.

which is helpful at the time of interviews.  
After screening the application blank, promising candidates are called for further screening.

### STEP-III - checking references :-

At the end of the application blank, references of two known persons or previous employers are given by the applicant. The various informations give in the application blank can be verified with the help of references. A referee is potentially an important source of information about the candidate in verifying the accuracy of the application and in getting the proper rating of the candidate's skills and abilities.

### STEP-IV Physical Examination (Medical Tests) :-

It is an optional step in the selection procedure and depends mainly on the type of job to be done by the applicant. Some organisations ask for a certificate of physical fitness from a medical expert. Conducting of physical examination serves the following purposes:-

① It serves to protect the organisation

against unwarranted claims under the work-man compensation act.

- ② It helps to prevent communicable diseases entering the organisation.
- ③ A proper medical examination ensures high standards of health and physical fitness of employees and will reduce the rates of accident, absenteeism and labour turnover.
- ④ It serves to ascertain whether the candidate is physically fit to perform the job.
- ⑤ It establishes a health record of the applicant.