



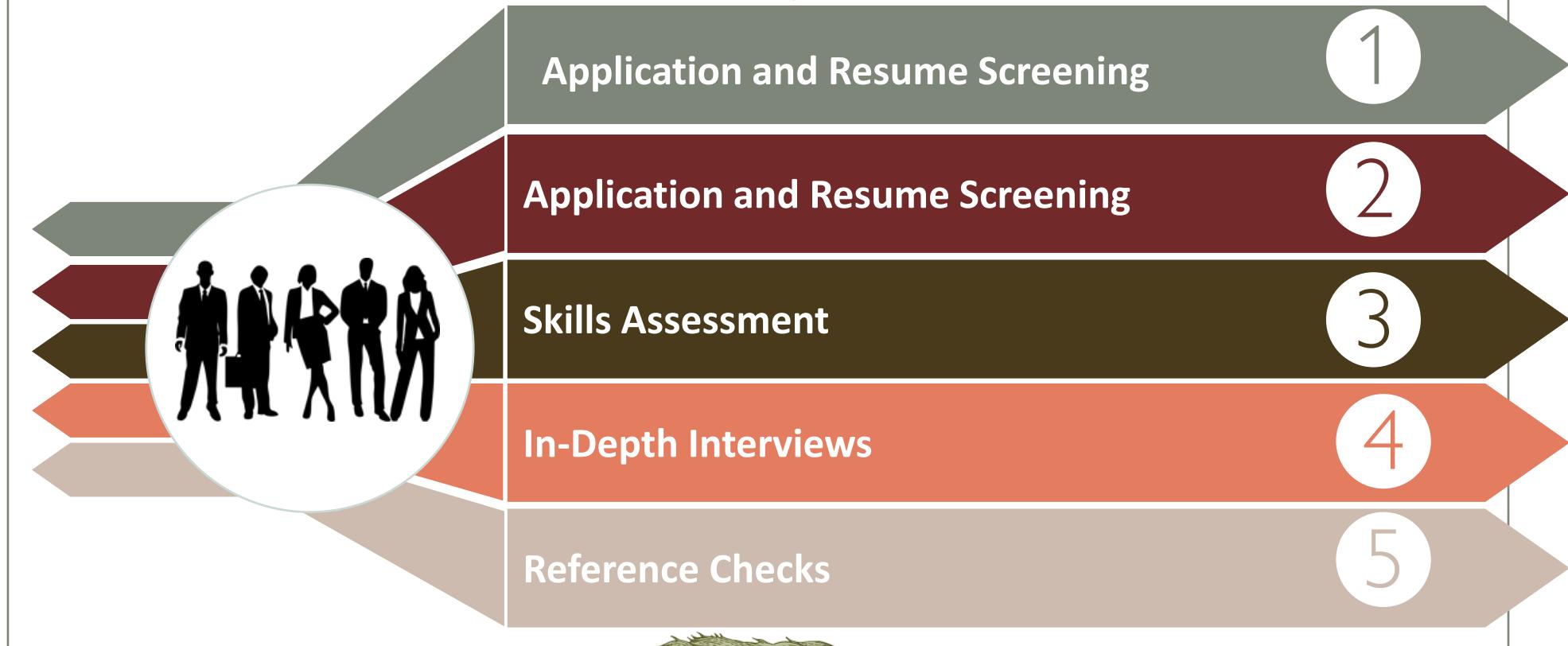
5 STEPS in SELECTION PROCESS



Introduction

The selection process is a series of steps that an organization follows to identify and choose the most suitable candidates for a job. The specific steps can vary depending on the organization and the nature of the position, but here is a general overview of the typical selection process.







Application and Resume Screening

- ✓ Collect applications and resumes from interested candidates.
- ✓ Screen and review these documents to identify candidates who meet the basic qualifications for the position.





Initial Interview

- ✓ Conduct a preliminary interview to assess the candidate's communication skills, motivation, and general fit for the role.
- ✓ This interview may be done over the phone or through video conferencing.





Skills Assessment

- ✓ Administer tests or assessments to evaluate the candidate's specific skills and competencies relevant to the job.
- ✓ This step helps ensure that candidates possess the required technical or functional capabilities.



In-Depth Interviews

- ✓ Conduct one or more rounds of in-depth interviews to further assess the candidate's qualifications, experience, and cultural fit.
- ✓ This may involve interviews with multiple team members or key stakeholders.





Reference Checks

- ✓ Contact the candidate's provided references to verify their work history, performance, and obtain insights into their professional conduct.
- ✓ This step helps validate the information provided by the candidate and ensures their suitability for the position.





These steps provide a condensed overview of the selection process. Depending on the organization and the complexity of the position, additional steps such as background checks, personality assessments, or job offers and negotiations may be included in the overall process.





Summary

The selection process aims to ensure that the chosen candidate possesses the required skills, qualifications, and attributes for the position while aligning with the organization's values and culture. The specific steps may vary based on the organization's policies and the nature of the job.

