

# Finding the right employee from a large number of applications

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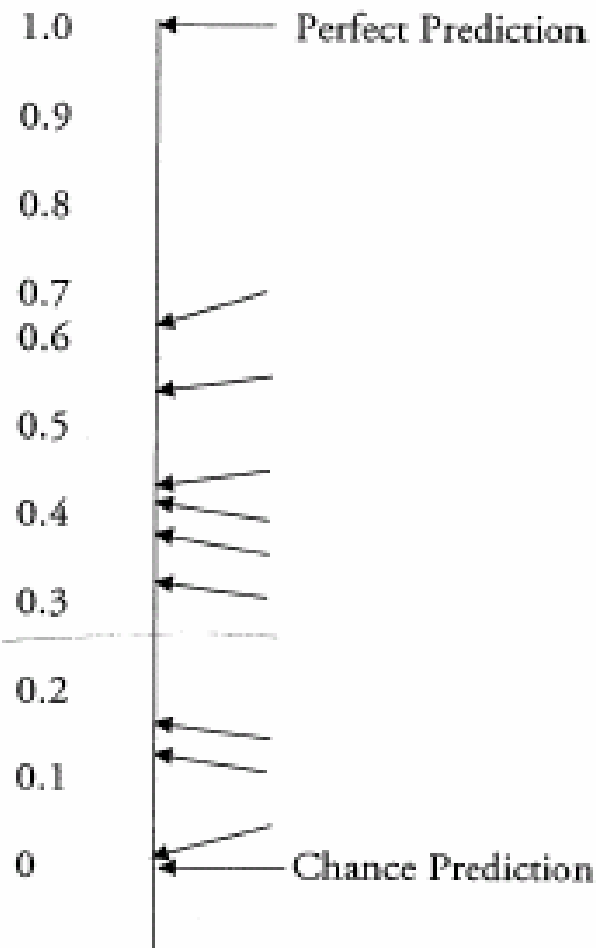


# Recruitment tools

- Manpower Planning
- Job Analysis
- Job Description
- Person Specification
- Advert
- Short listing
- Assessment
- Dangers



# Accuracy of Some Methods of Selection

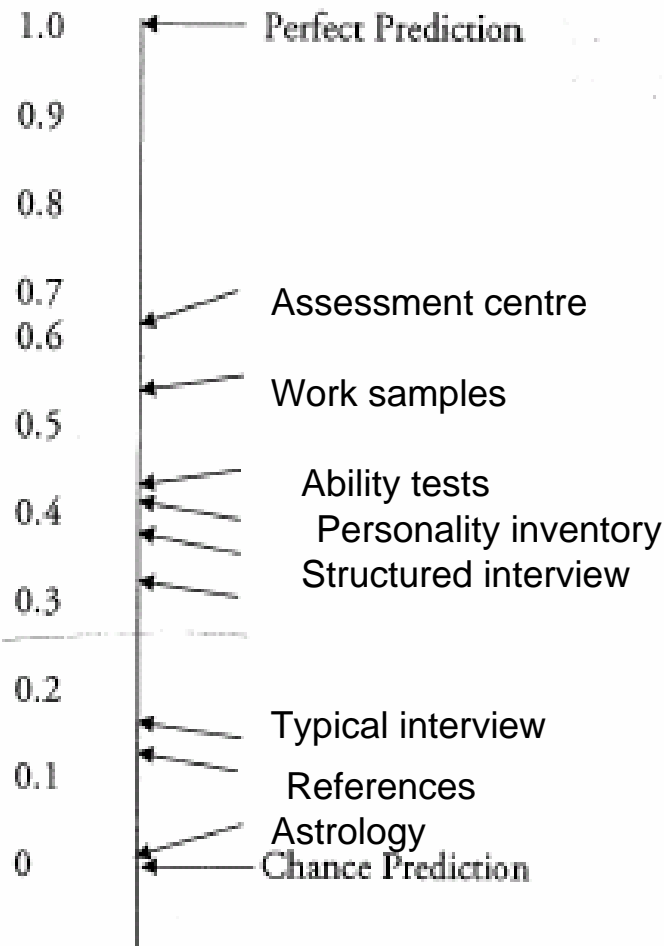


Allocate:

REFERENCES  
ASTROLOGY  
ABILITY TESTS  
STRUCTURED INTERVIEWS

WORK SAMPLES  
BIODATA  
ASSESSMENT CENTRES  
TYPICAL INTERVIEW  
PERSONALITY INVENTORIES

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