Finding the right employee from a large number of applications

Sean Clayton Chance

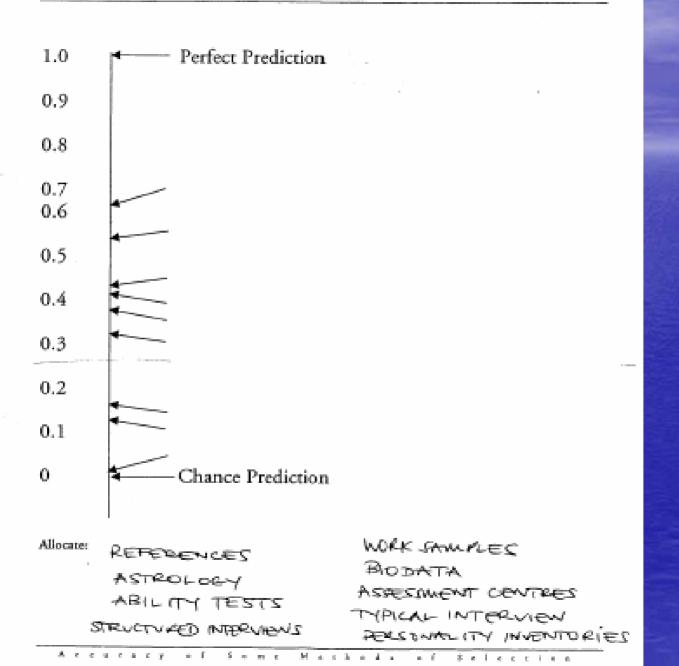


Recruitment tools

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

SHORTLISTING FORM															
Note to Recruiting Manager: As part of the Recruitment Plan discussion with your HR Advisor, this form should be completed with details of the agreed essential and desirable criteria for															
Post Ref		Location:				Generic Job Title:			Position Title: Temporary Fisheries Assistant						
Number:															
							d position specific criteria taken from			rofile (or rol	Shortlisting				
		information provided by the recruiting manag Essential Essential Prior Desirable Desirable				Desirable Essential Skills Essential			Essential Essential Desirable Essential Essential						Outcomes: I= Interview R=Regret
Н					Prior		& Abilities:	Skills &	Essential Personal	Essential Personal	Qualifications:			Essential Other:	H=Hold
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Specific cri	iteria:	Field work		Participatio		Freshwater	Good	Computer		Reliable and		Degree/HND	Full	Ability to	
· ·		and/or field		n in	handling	coarse and	interpersonal	literate		willing to work		or equivalent			
		data		fisheries		salmonid fish	communication	ı. –		outside in		in fisheries or	ı		
		collection		surveys		species	and team	use of		unfavourable		environmenta	-		
						identification skills	working skills	databases)		weather conditions		Iscience	licence		
						SVIIIS			Į	Conditions					
Candidate	ID No														Int/Reg/Hold
s Name															
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Accuracy of Some Methods of Selection



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