

## Selection Techniques

Friday April 8, 2016

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- Choosing from a pool of applicants the person best suited for the job
- The selection process usually involves six steps:
  - Formal application
  - Interview
  - Testing
  - Reference checks
  - Physical exam
  - Analysis and decision

## Selection Process

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- Reliability
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- Validity
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- Assessment centres
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- Work sampling
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## Testing Terms

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## Developing a Quality Workforce

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• Orientation is a set of activities that allows new employees to:

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• Socialization

- Allows new employees to adapt to their new working environments

## Orientation & Socialization

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• Training allows individuals to develop and acquire necessary skills in order to perform specific tasks

• Training usually occurs upon hire of a new employee, however; it is a continuous process throughout the duration of any career

- Teaching -
- Nursing -
- Emergency response -
- Skilled trades -

## Training & Development

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**On the Job Training**

- Occurs at work while carrying out regular responsibilities.
- Job rotation is often used to train an individual in a number of different areas.
- **Coaching**
  - **Mentoring**
  - **Modelling**

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**Off the Job Training**

- Completed on an off site location.
- Purpose is to improve knowledge and skills of management
  - Seminars
  - Workshops
  - Conferences

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- The processes used in order to evaluate results and plan for future organizational performance.
- **Performance appraisals**
  - Feedback is provided for improvement.
  - Used to develop quality employees and focus is placed on future performance.

**Performance Management**

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- Graphic rating scales
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- Behavioural Anchored Rating Scales
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- Critical-incident Techniques
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- Multi-person Comparisons
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- 360 degree Feedback
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**Appraisal Methods**

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