

Employment selection methods

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GROUP ASSIGNMENT BASED ON THE TOPIC:

“Employment selection methods”

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Introduction:

The task of the recruitment department of any organization is to choose the person most suitable for a particular job, and to choose a group of the best employees has the greatest impact to achieve high performance for any institution. It is not easy to choose only one person for a job among a group of people, so it should considered all the pros and cons that will appear in the selection process before making the last call to hire a person. With the large size of the labor market, new techniques of selection are emerging day after day, so the most appropriate means of recruiting a staff for a particular job should be chosen. Measurement of behavior is part of both candidate selection and employee work performance assessment processes as illustrated by various methods such as assessment centers, ability tests, use of group methods and many other methods which will be discussed below. These methods have contributed and explained how measurement of behaviors has been achieved in workstations. This paper is going to compare between some of the selection methods used to measure behavior contributing to candidate selection and employee work performance assessment processes include the following.

Biodata

The company must choose the person who will work hard and remain loyal to the company for a long period of time. This can be achieved only after knowing the person's career history, background, and performance in his previous job. Therefore, writing about the employee's self-biography is done by the employee himself only. This allows the employee to write mostly on his or her personality, what he likes or dislikes. His principles, priorities, hobbies and so on. The person also expresses what he is looking forward to achieve in the new job, and what he achieved in his previous job. The use of written CVs has become less common, but it is a routine part of employment in Oman. The CV can also be modified to fit the content perfectly with the job vacancy. Here, the recruitment agency will face difficulty in selecting the employee based only on the curriculum vitae. The presentation of information and the drafting of the document may give the applicant more or less than what they deserve. Therefore in Oman CVs will be taken first from the applicant, accompanied by an interview later. This does not mean that a written CV is not important, as many technical companies rely heavily on CVs. Some of them require the deletion of some information to avoid bias, such as sex, race, etc. In the end, the person in charge of recruitment should choose based on

the ability to perform the work in the best possible manner. An advantage of written CV It gives employers a quick and concise idea of the person applying for the job. It can also be considered as a personal advertisement, thus it will highlight the best features of the applicant. It is also easy to save and upload in job search websites. The disadvantage of a written resume is that there may be some accurate and detailed information that is difficult to cover entirely on a page or two. It is also a disadvantage that it may not give a clear picture of the applicant, for example the applicant may use big and resonance words, that may give him more features than reality and vice versa, A person may write something short and brief about himself, not covering all his abilities and experiences.

As it happens that many good people are not called for the next stage because the CV did not cover the requirements of the work, by what they were written.

Assessment Centers

Assessment center is a selection method which makes use of different selection tools thus allowing candidates and employees to be assessed by different assessors. Assessment centers are termed as better methods compared to other methods such as interviews. However, this is designed to allow multiple demonstrations to determine performance in the job role. In addition, the assessment center method has domains which help in achieving this and they are knowledge, skills, attitudes and personal qualities. Consequently, work related activities are then introduced to allow practical assessment of an individual ability to demonstrate in such domains. Importantly, these exercises are derived from the appropriate level for an individual's level of training in order to ensure fairness. Assessment center method Is always successful in making right predictions of future performance. In addition, it also offers reliable and most dependent approach in assessing work-based performance. Typically, in a short period of time appropriate work would be done in assessment center method compared to other methods thus making it more convenient and reliable. Lastly, in this method assessors are trained smartly so as to ensure that individual rating can be explained through behaviors closely related to it. (Thornton III, George C., and William C. Byham, 2013).

Ability Tests

Cognitive ability tests are used to evaluate abilities involved in thinking such as reasoning, perception, verbal communication and problem solving. Similarly, these tests bring about questions designed to evaluate candidate potential or ability to use mental abilities to solve work related problems or to gain new job knowledge. Traditionally, cognitive test was used to measure intelligence. However, in intelligence there is combination of different items which measure specific mental abilities and they include arithmetic computations, verbal analogies and many others. Basically, cognitive methods are well standardized, have got well reliably scored items which can be assigned to large group of people at a given time. Professionally, several developed cognitive tests are available commercially and can be used when there is no need to develop a test that refers specifically to the specified job. Finally, they are considered because their cost of development is less compared to developing a customized test, also its administrative cost is less, it is also commonly used, it has also reliable validity because they are good in predicting. There is also other types of ability test such as General mental ability (GMA) which is the best predictor of the future adaptability to new tasks and functions (Bertua, Cristina, Neil Anderson, and Jesus F. Salgado,2005).

Group methods

The purpose of group selection method is to provide evidence about the candidate's ability to capture with others, influence others and the way they do, Express themselves verbally and think logically and clearly as well as arguing from the past experience and using those arguments to newly formed problem. However, its advantages are that they provide the assessor with which examples of behaviors to select. Moreover, these methods are most favorable and suitable for management and areas where there is need of strict supervision (Harris, Russell P., et a, 2001).

Job Year Experience

a. Career aspiration:

With different positions ~~foe~~ employee have ~~foresee~~ a tremendous enhancement in  5 professional growth. The level of job employee's engagement with the UNDP operations/programs will bring quite positive and high professional skill. Due to large scale of operations / programs being run in the country by the organization, employees expect strengthening their professional growth. The knowledge about the scale of involvement of their organization in the worldwide operations/programs will also add to their professional skill and growth. The interaction with the operations/program managers and other concerned staff will definitely help in the enhancement of job employee's professional growth. The mere participation in the ongoing workshops, training schedules, meetings in the UNDP will be helpful in the making of their professional growth. The continuous interaction with the Security Team in UAE will be a great help and experience in the enhancement of their professional growth. The field visits in the program areas of UNDP(including conflict regions of Dubai), will be another advantage in the professional growth. More so some security related courses will add to my professional growth. The working environments in the UNDP will be great help in the enhancement of professional growth.

b. Technical competence:

This position of "Security Officer" in IOM matches to employee's professional background. Because, they have worked in UN-HABITAT UAE as National Security Officer for about 4 years. They possess sound professional experience and skill in the field of security management. They are qualified and possess all the prerequisites for this position.

At this stage, they possess diversified experience and knowledge in the security management system. Employees work experience in the military, government, INGO sector and UN System corresponds to the subject position. They maintain interaction and close coordination with other UN agencies, INGOs and police/security agencies. They have conducted number of security training sessions with UN-HABITAT Staff in the country.

They have worked as National Trainer/Instructor in Security Awareness Induction Training (SAIT) team IOM UAE for four years. They should have imparted security training to more than 1000 humanitarian aid workers. They are certified Instructor in EFR Primary &

Secondary Care. They have also conducted specialized trainings i.e. Fire & Safety Awareness Training, EFR Primary & Secondary Care, Active Shooter and Surveillance Detection for the training of aid workers.

c. Managerial capacity:

They can assess myself as ability of possessing dynamic and inspirational experience in the management of work and related situations. As a Security Officer in WFP, they can present their leadership management skills and can lead my team to a common goal. In any type of circumstances or crisis, they can be a good manager to tackle the situation and will find the appropriate solution with correct resolve. They would like to create a congenial working environment among the members of their team. They prefer a good and effective team work, where they could find their leading role to inspire the team members. They discourage an environment where colleagues are tense and under stress. The Line Management should be very closely interacting to know and understand the interest, will and ability of staff member in executing the assigned task. The Manager should know the problems and weaknesses of his staff member, so that corrective measures & improvements could be initiated.

Advantages

For a few, the physical proximity to family and the settlement of being at home are massively comforting. For watchmen it will in general be especially conciliating to understand that they are uncommonly near their youths and available should they be required for any reason. This furthermore applies by virtue of elderly thought.

The stress of driving in vigorously blocked surge hour gridlock at flood hour in various countries is to an extraordinary degree counterproductive and can incite disappointed authorities who are currently exhausted and worn before they have even begun their day. This is especially clear where the workplace is far from their working environment.

Disadvantages

Sometimes they lose their confidence level when their workload too much and also when they faced some seniors leaders of organization sit in front of them and they have to present some purifying. Most of times they had to stay late night because of workload and no benefits. Sometimes they had to confuse in doing work and in the field works.

Frequently, specialists working from home whimper of isolation and melancholy given their removal from their directors and colleagues and this is can be to a great degree debilitating to a couple. Since the workplace gives a territory to meet people and make sidekicks for a few, specialists working from home must be more inventive and innovative in ending up more familiar with people and in staying in touch with their partners. In spite of the way that office redirections are sidestepped by working at home, remarkable preoccupations may rise. Obstructions from children, work, neighbors, mates, family may be particularly troublesome and exceptional undertakings must be made to make it understood that they are extremely working and out of reach for interruption inside work hours regardless of their physical closeness at home.

Conclusion

Finally, the above selection methods on measurement of behavior as part of both candidate and employee work performance which includes use of assessment centers, Ability tests and use of group methods clearly illustrates how a good and able candidates and employees can be obtained or assessed. They are reliable methods of selection and have been used in determining levels of performance in several organizations thus contributing to better performance

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Employment selection methods

GRADEMARK REPORT

FINAL GRADE

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GENERAL COMMENTS

Instructor

The main significant comment here is on the section "Job year experience". Are you giving UNDP as an example? if so, explain that. It appears to be something that has just been added on. It doesn't flow with the rest of the work nor does it link with the other examples mentioned. If you wish to keep it then I suggest rewriting and adjusting it. Perhaps explain more about what is it as a method first before giving UNDP's approach.

Minor grammatical adjustments to be made throughout the assignment, but generally well done.

PAGE 1

PAGE 2



Verb This verb may be incorrect. Proofread the sentence to make sure you have used the correct form of the verb.



P/V You have used the passive voice in this sentence. You may want to revise it using the active voice.



Missing "," Review the rules for using punctuation marks.



Comment 1

Transition between a biodata and CV, explain if there is a difference between the two or if they are the same. At the moment, it appears that they are two different things. If that is the case, explain why. If they are the same then state that so there is no confusion.



Missing "," Review the rules for using punctuation marks.

PAGE 3



Proofread This part of the sentence contains an error or misspelling that makes your meaning unclear.



Missing "," Review the rules for using punctuation marks.



P/V You have used the passive voice in this sentence. You may want to revise it using the active voice.



Comment 2

describe some of the tools used



Article Error You may need to use an article before this word. Consider using the article **the**



Comment 3

why is it better than other methods? once you have given examples of the tools used, link it to the previous sentence. It gives this statement more value and justifies your point.



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Article Error You may need to use an article before this word. Consider using the article **a**.



Missing "," Review the rules for using punctuation marks.



Missing "," Review the rules for using punctuation marks.

PAGE 4



Comment 4

Well written. You have defined it, stated your point and explained it with examples. Do more of this



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Run-on This sentence may be a run-on sentence.



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PAGE 5



Comment 5

What is UNDP?



Missing "," Review the rules for using punctuation marks.



S/V This subject and verb may not agree. Proofread the sentence to make sure the subject agrees with the verb.



Verb This verb may be incorrect. Proofread the sentence to make sure you have used the correct form of the verb.



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PAGE 6



Wrong Form You may have used the wrong form of this word.



Pronoun This pronoun may be incorrect.



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Possessive Review the rules for possessive nouns.



Prep. You may be using the wrong preposition.



Article Error You may need to use an article before this word. Consider using the article **the**

PAGE 7



Verb This verb may be incorrect. Proofread the sentence to make sure you have used the correct form of the verb.



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PAGE 8
