

TENDER HEART HIGH SCHOOL

Class 10th
Commercial Stud
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Ch - 11 Recruitment and Selection

classmate

Page 14/10/24

Good Morning Students,

This lesson is for class 10th for the subject of 'Commercial Studies'. The topic for today is 'Selection procedure and selection tests'.

Which is covered in chapter 11 titled 'Recruitment, Selection and Training' of your book.

This lesson is being submitted to you on 14/10/24.

All the students now please open page number 147 of your book.

Selection:-

Selection means the process of judging the suitability of applicants in the light of job recruitments to decide which recruits should be hired or employed.

"Selection is the process in which candidates for employment are divided into two categories, those who are to be employed, and those who are to be rejected."

Dale Yoder.

Selection is said to be a negative process because the number of candidates rejected is much higher than that of selected persons. Selection is an elimination process. There are many stages of selection. At every stage some candidates are rejected or unsuitable candidates are eliminated at every stage so that the most suitable candidates may be identified.

The basic purpose of selection is to choose

(1)

the right type of candidates to fill various positions in the organisation.

11.5. DISTINCTION BETWEEN RECRUITMENT AND SELECTION

S.No.	Points of Difference	Recruitment	Selection
1.	Meaning	Searching prospective employees and stimulating them to apply for jobs.	Choosing the candidates having necessary qualifications.
2.	Nature	Positive process.	Negative process.
3.	Aim	To create a large pool of candidates.	To eliminate all unsuitable candidates.
4.	Process	Simple as candidates are not required to cross many hurdles.	Complex as the candidates are required to cross several hurdles.
5.	Number	No restriction upon the number of candidates.	Only a limited number of candidates are selected.
6.	Order	It is done prior to selection.	It is made only after recruitment.

Steps in Selection Procedure:-

Selection procedure is used for the purpose of ascertaining whether or not candidates possess the qualifications required for the job. A well organised selection procedure should be designed to select suitable candidates for various jobs. Each step in the selection procedure should help in getting more and more information about the candidate. There is no ideal selection procedure appropriate for all cases. Generally, the following steps are used in the selection of employees.

1. Preliminary Interview.
2. Application Blank.
3. Selection Tests
4. Final Interview or Selection
5. Group Discussion.
6. Medical or Physical Examination.
7. Checking References.
8. Final Approval
9. Placement

For explanation refer to page 148 to 150.

Selection Tests:

Out of various methods used for employee selection, tests are the most important.

Tests:

A test is a systematic comparison of the work behaviour of candidates on sample basis. Selection tests assess the attitude and performance of candidates with the help of psychological techniques. An attempt is made to assess the match between applicants and job requirements.

Various types of tests used in employee selection may be classified as follows:

(A) Proficiency Tests:

1. Achievement Tests:

Achievement tests measure the skills and knowledge which the candidate already possesses at the time of testing. These tests help to determine whether the claims made by the candidate about his knowledge and skills are correct or not. The candidate is asked to perform the job and his actual test performance indicates his proficiency. For example, the candidate for the post of a typist may be asked to type a page so as to judge his speed and accuracy.

2. Dexterity Tests:

These tests are designed to ascertain how swiftly and efficiently a candidate uses his hands, fingers, eyes and other body parts.

These tests are useful for judging candidates for a job which requires use of different parts of body in a co-ordinated manner.

3. Intelligence Tests:- These tests measure a person's capacity for learning and comprehension in terms of his vocabulary, mental alertness, memory, reasoning, etc. An applicant's intelligence quotient (IQ) can be judged through intelligence tests.

(B) Appetitude Tests:- Appetitude means an individual's potential for learning the skills required for a job. Aptitude tests measure a candidate's capacity and his potential for development.

1. Personality Tests:-

Personality tests are designed to judge the ~~emotional~~ emotional balance, temperament and maturity of a candidate. They reveal the ability of an applicant to adjust to new situations and new persons. They are helpful for selecting persons for managerial jobs.

2. Interest Tests:-

These tests are aimed at assessing the type of work in which a candidate shows special interest and involvement.

The type of jobs which will be satisfying to the employees can be identified with the help of interest tests.

Tests offer the following advantages:-

1. **Uniformity:** Tests provide a uniform basis for comparing the performance of candidates because the same test are given to all candidates.
2. **Suitability:** Tests are helpful in judging the suitability of a candidate for the job in terms of his intelligence, temperament and dexterity.
3. **Unbiased:** As these tests are uniform and transparent, the chances for biasness in the selection are minimum.

Tests suffer from the following disadvantages:-

1. **Unreliable:**
The conclusions drawn in the tests may not be fully reliable in some cases because only a sample of skills and behaviour is tested.
2. **Misuse:** In case the persons administering the tests are biased they may falsify the test results. These tests may also give wrong results if administered by incompetent persons.
3. **Expensive:** These tests waste a lot of time, money and efforts.

With this, I am ending my topic here.
Write the answers of following questions in your note-book.

- Q1. Explain the difference between Recruitment and Selection.
2. Explain various types of selection Tests.
3. Explain various steps involved in the process of selection.