

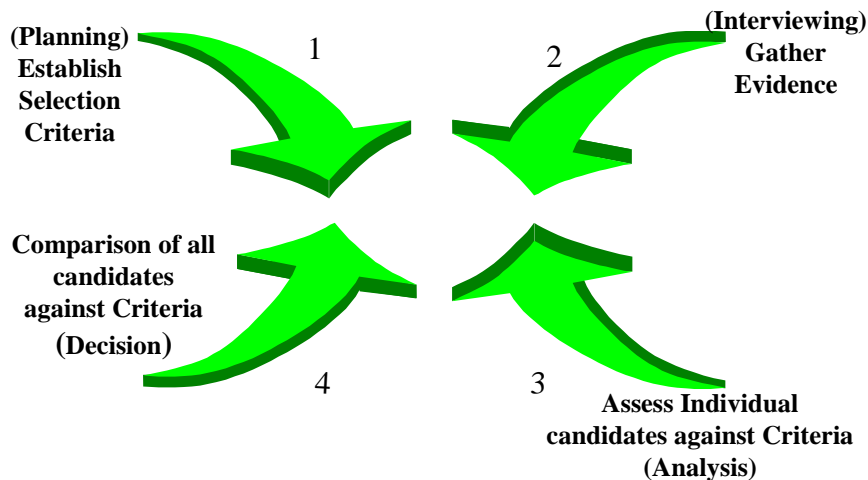
The Employment Interview

Part 4

Assessment

In part 1 of this 4 part series we explored the first step of the selection interviewing framework listed below. In part 2 we discussed the preparation of interview questions. In part 3 we explored the correct way to conduct the interview itself. Part 3 addressed the third stage of the framework, name gathering evidence. Finally part 4 will put the entire process together. As always we will refer to the selection interviewing framework shown below.

Selection Interviewing Framework



The final assessment consists of a comparison of all candidates against your established criteria, or the “gotta and nice to have”. It is important to remember that the successful candidate must have all of the “gotta have” you have identified. It will do you no good to settle, because as the saying implies if they don’t have it they will not succeed. Whichever candidate you choose remember do not make a decision based on the following criteria:

- Sex
- Marital Status
- Family Status

- Sexual Orientation
- Age
- Disability
- Race
- Religion
- Color
- Any other protected “class” that may be applicable in your state

You should make your decision based on the person best equipped with the **knowledge, skill, experience** and **ability** to do a particular job in an exceptional manner. While one can never totally eliminate the “gut” feeling, you now have some objective evidence on which to make that “gut” feeling a little more precise.

You may at some point in the process wish to even further refine your selection with the following tests:

1. Aptitude tests: assess how well a person can learn or acquire skills and abilities
2. Achievement tests: measure a person’s existing knowledge and skills
3. Physical ability tests: Evaluates muscular tension, power, endurance, flexibility, balance, and coordination
4. Personality tests: measures an applicants “fit” to the company and culture

If so, GHRO has a great deal of experience assisting customers with these types of tests. We have the ability to validate them for you so that your legal exposure is greatly reduced.

In conclusion, the hiring process is tricky and the employment interview is one way to assess whether a candidate will succeed in your organization. While interviewing is time consuming the results are well worth the effort. Don’t have the time, let GHRO help. GHRO has the experience and resources in this area, give us a call (949) 797-2035 or e-mail me, Jeff Stinson at jstinson@ghrogroup.com

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Jeff Stinson is the President of Global Human Resources Outsourcing (GHRO) a full service Human Resources outsourcing company in Irvine California. GHRO specializes in helping companies grow by better utilization of their people. Jeff has been involved in the management and development of human capital for the past 29 years. Before founding Global Human Resources Outsourcing (GHRO) he ran a successful Human Resources consulting practice (JDS Consulting). Prior to JDS Jeff functioned as a senior human resources executive for several companies where he led human resource teams on three continents in the manufacturing, telecommunication and software and entertainment industries. Jeff earned a Bachelor of Arts and Master of Arts degree in Public Administration from California State University, Fullerton. In addition to his university education Jeff also holds designations as a Senior Professional in Human Resources (SPHR); Global Professional in Human Resources (GPHR); Certified Compensation Professional (CCP); Global Remuneration Professional (GRP); and Certified Benefits Professional (CBP). He has also been an instructor at the Universities of Redlands, Phoenix and Chapman for the past 25 years. He can be reached at 949.797.2035.

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