

Present Conditions. The following information is included in the human resource policy. (3)

1. Selection
2. Training
3. Work Conditions
4. Safety Training
5. Promotion
6. Economical help
7. Health.

## Selection

"Choosing personnel for a specified job"

### I. Selection Procedure:

Generally, the following steps are involved in the selection process.

- (i) Job analysis
- (ii) Advertisement
- (iii) Receiving Application
- (iv) Scrutening the application
- (v) Tests
- (vi) Interviews
- (vii) Training
- (viii) Placement.

### (i) Job analyse:

The HR Department will have all information regarding various jobs by doing job analysis. The no. of vacancies to be filled and requisite qualification is decided.

### (ii) Advertisement:

Advertisement is given in the leading news papers with job description, experience required and salary to be provided by the company.

### (iii) Receiving Application:

HR Department may receive the application forms from the candidates through the post or in person.

## (iv) Scrutiny

It is to decide who are eligible and who to the post. If the candidates are more in number, scrutiny will be made on the basis of education, qualification, experience etc. A few candidates may be called for interview and selection will be made. Written test may also be conducted and then selection made after oral interview.

## (v) Test:-

The various test conducted in the selection of employees are.

### (a) Trade Test:-

To test candidates skill in concerned trade. i.e. Turner, welder, etc

### (b) Intellectual test:-

To test the intelligence, memory, ability to act in different situation and concentration amidst distraction.

### (c) Aptitude test:-

To test in born characteristics and innate tendencies of a person in a particular field

### (d) Personality test:-

To test personal traits and interests of the individual.

### (e) Medical Test:-

It is the final test conducted after the selection of candidates. This test reveals the candidates health and fitness. This test is done by a company doctor or medical officer.

## (vi) Interview:

The interview is an almost universal selection method. It permits the interviewer to learn more about applicants' background, behaviour, motivation and interpersonal skills.

## (vii) Training:

Training enables a new employee to acquire the necessary knowledge and skill in the concerned organization.

- |                           |             |
|---------------------------|-------------|
| (a) Increasing production | (e) Economy |
| (b) Higher efficiency     | (f) Safety  |
| (c) Specialisation        |             |
| (d) Improved quality      |             |

The training may be given in following types.

- |                         |                          |
|-------------------------|--------------------------|
| (i) Apprentice training | (ii) On-the-job training |
|-------------------------|--------------------------|

## (viii) Placement:

Once the selection and training are over, placement of employee is done with due care. It is to place the right man for the right job. There should not be a square peg in a round hole.

## II. Training:

"It is the organised procedure to get knowledge and skill for a particular purpose".

Some form of training to be given to employee

- |             |             |
|-------------|-------------|
| * Skill     | * Attitude  |
| * Knowledge | * Behaviour |