

Monograph on

## SELECTION PROCESSES

### What is a **S**election **P**rocess?

A person looks for a job, a company looks for a worker...

**The selection process is the meeting point!**

It consists in a series of specific steps that are used to decide which applicants for a particular job should be hired.

### Why is it important to identify the phases of the selection process?

- Identifying the phases of the selection process will help you pass it successfully.
- What does the company pay most attention to in making the first CV selection?
- Do you know what psychotechnic tests you may have to do?
- What are the most suitable behaviours for passing the various phases of the selection process?
- Anticipate, prepare and you'll achieve your goal:

**TO BE THE SELECTED CANDIDATE!**

### What goals will you achieve in this activity?

- To identify the phases of a selection process.
- To analyse the most suitable behaviours in each phase of the selection process.

### How will you do it?

#### • Multimedia Application •

#### GAME: Selection Process



Route:

🔑 TOOLS > Job search process >  
**Application: Selection Process**

- Do you want to look for a job as Laura, Gabriel, Berta or Fidel?
- We invite you to take part in a job search game. Today's challenge is to get a job.  
**READY?**

**REMEMBER:** Note down the data and the assessor's comments that you need to pass each phase of the selection process.

**PRACTISE TO LEARN!**

THE  
SELECTION  
PROCESS IS  
THE MEETING  
POINT  
BETWEEN THE  
COMPANY AND  
THE PERSON  
LOOKING FOR  
A JOB

IDENTIFYING  
THE PHASES OF  
THE SELECTION  
PROCESS WILL  
HELP YOU  
SUCCEED IN IT

The process begins at the  
moment when the  
company has a vacancy  
to fill and someone  
applies for the job.

• Participatory dynamic 1 •

THE PHASES OF A SELECTION PROCESS



A large number of candidates take part in a selection process. It is important to know the phases of the process and what you have to do in each phase in order to prepare, practise and pass the selection process.

LET'S ANALYSE THE RESULTS OF THE GAME TO SEE WHAT YOU'VE LEARNED!

- Did your character get the job?
- Have you identified your inappropriate behaviours?

The process finishes when the company decides to hire one of the applicants.

• Participatory dynamic 2 •

KEY SKILLS IN THE SELECTION PROCESS

- Identifying the most important personal skills for succeeding in a selection process.
- Relating these skills with each phase of the process.

Self-Control

Communication

Initiative


It is very important to show your personal skills throughout the selection process.

Are you better prepared now to reply to a job offer and take part in a selection process?

THERE'S NO DOUBT YOU ARE!


**How** can I continue practising for the selection process?

Learn more about the phases of the selection process

Route:  TOOLS

**Goal:** In this section of the Porta22 intranet, you can consult all the information you need in order to learn more about all the phases of the selection process (interviews, CV, letters of presentation, selection tests, etc.)

### Key skills

Route:  PERSON > **Key skills**

**Goal:** Consult this section if you want to learn more about key skills and their importance in selection processes.