

How to Select Candidates

Selecting employees is another responsibility that you have in the hiring process. Just as it is important to provide fair and equitable treatment in recruitment and interviewing employees, the same is true with selecting employees. Some guidelines are:

- Selection should be made based on objective, job-related requirements.
- Selection should look for the best “fit” in excellence.
- Review your reasons for selecting or not selecting candidates.
- Take a few days to consider and reflect on your decision. It is better to change your mind before hiring rather than make a bad hiring decision.
- Before hiring be sure candidates have completed all requirements.
- If you are conducting group interviews, make sure the interviewers are diverse.
- Consider all skills – job related and transferable.
- Apply a standard method for selection and reference checking for all candidates.
- Document the entire process.
- Conduct reference checks after the interview. If you receive negative references for someone, give them an opportunity to respond.

For further reading:

- “Essentials for Leading a Diverse Workforce: Recruitment and Selection” participant manual and toolkit.