Screening Resume is Process for Job Vacancies by Pramod Lomte

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Screening is the process of identifying the job vacancies, advertising the job opening, receiving applications, short listing candidates, conducting interviews and selecting the most suitable candidate for the job. Now a day the process of screening is not for short listing the suitable applicants but to reject the ineligible candidates. The process of screening varies from one organization to other. Some organizations follow very detailed process of screening while some just conduct walk in interviews. The number of steps in screening process depends upon several factors like type of post, size of organization, number of applications received, urgency of job, etc. Screening process is basically conducted by the HR Manager/recruiter or the person particularly appointed for the same. Selecting the candidates through placement agencies, consultancies, and campus selection has become the trend of the day. HR manager prepares the job description and job specification for screening process.

The general steps followed by most of the organizations are:

1. Identifying the job vacancy â€“

HR Manager identifies the requirement of personnel in particular department of the organization. Job vacancy occurs either when company has an expansion plan or someone has left the job or company has some new projects and all such reasons.

2. Publishing the job vacancy-

Most of the organizations initially search the potential candidates from internal sources like present employees, references of present employees, dependents of present and retired employees, etc. Incase if they fail to get the suitable candidate then organizations use external sources of recruitment like advertisement, employment agencies, etc.

3. Receiving the applications -

Once the job vacancy is published the organization starts receiving applications for the same. Several applicants apply for the job after looking the advertisement.

4. Short listing the applications-

The recruiter of HR Manager short lists the applications received by comparing it with the standard job requirements. One whose qualification and experience is not as per the requirement will be rejected at this step.

5. Preliminary interview/Final interview-

Candidates whose applications have been selected in the previous stage will be called for an interview. The basic aim of conducting screening process is to test the physical and mental abilities of the candidate. Some organizations conduct various tests for the one who qualifies the preliminary interview round. The different types of test include medical test, aptitude test, business games, etc. Once who qualifies the test will be again called for final interview. In final interview the question like salary expectations, family background, reason for leaving the previous job etc are asked to the candidate.

6. Reference Check:

Now a dayâ€™s organization is very particular about reference checks. They contact the persons mentioned in the reference section of the resume and enquire about the candidates behavior, performance and all the details related for the job. Organizations also contact previous employer to check the performance of the candidate.

7. Job offer:

Job offer is given to the selected candidates. Once the applicant accepts the job offer he gets selected. Just receiving the job offer does not mean that you are selected but you should also inform the organization about your acceptance of offer letter. The offer letter consists of all information about payment, facilities given by the organization, job responsibilities and duties.

8. Placement:

Placement is the last step in screening process. Employee is placed in the organization, induction and training is conducted so that employee can perform the job more effectively. For more details visit http://www.jobscareer.biz/

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Pramod Lomte is the author of this article. He has been demonstrating his writing skills by writing the articles for human research from last two years. He also has a keen interest in writing stuff for job related topics. He has written various articles on a Fresher jobs . He specialized in coverage of HR marketing.

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