How to set up a selection process

Sarah Kippernes - 2023-02-13 - Practical use of assessments

Note: this page is under construction and so all screenshots are in Norwegian. Please be patient while we translate content for you

Start with the job analysis

We have a large selection of assessment tools that you can use in your selection processes. Remember though that you should always start these processes with a **job analysis**, as the job analysis will guide you in choosing which assessment tools are relevant for a given process.

You may also find it useful to use our digital job analysis tool called snap-it to choose the essential and desirable competencies for the position.

Suggested reading: How to use snap-it

Think of the process as a funnel

Many people may be familiar with the funnel that we talk about in our certification courses, which we usedto illustrate what a recruitment process might look like.

The aim is to find out how we can go from *many* candidates to *few*. For one organisation, “many” candidates may be 500, while for another it may be 3. Some choose to combine steps in the funnel due to time constraints, while others plan for each part to be a separate step. For this reason, our funnel is merely a suggestion that can be adapted to your needs.

Screening questions - a rough sortment

The screening phase should cover the absolutely essential requirements for this position. If, for example, you are applying for a role as a truck driver, such a requirement could be that the applicants have a driving license in class C. Other examples of common screening questions can be related to education, courses, certifications, or the number of years of work experience in certain fields.

Ability and skill assessments

Ability and skill assessments can be used in several parts of the recruitment process, for example for screening in processes with many candidates. Others choose to use ability and skill tests as part of the overall assessment and use these at the same time as personality mapping. We recommend that you choose 2 to 4 ability and skill tests based on the competencies that have been selected in the job analysis.

Suggested reading: Evne- og ferdighetstester

Video interviews

More and more people have started to use asynchronous video interviews because it allows you to measure

essential competencies in an effective way. Candidates can record answers to competency-based questions when it suits them within a given period of time, and you can assess the interviews against specific and objective criteria afterwards.

Suggested reading: Asynkrone videointervju med vidAssess

Personality assessment

When you are going to invite the candidate to an interview, it can be useful to ask them to complete a personality questionnaire in advance. The results from this can be used to conduct a structured and competency-based interview. The advantage of this typ of interview is that you get to explore what kind of behavior that the candidate is likely to exhibit in the position, by asking for examples of previous behavior during the interview.

Suggested reading: Personlighetskartlegging med ADEPT-15

Motivational assessment

As a final step in the recruitment process, you can choose to ask candidates to complete a motivation, interest and value questionnaire. The purpose of this step is to clarify expectations and ensure that the candidate and the organization are a good match. We are concerned with what motivates the candidate and whether it is something we will be able to offer if they get the position. This can also be an important step for a good onboarding, as it will be able to give the new employee's manager some pointers on what is important for the new employee to thrive.

Suggested reading: Motivasjonskartlegging med views

When you’re ready to send out tests

After the job analysis has been carried out, and you have made a plan for the steps in the recruitment process, it may be time to send out invitations for candidates to complete the assessment tools. If you would like some guidance you can use our guide below, or take a look at the user manual for mapTQ.

Guide: Log in to mapTQ

File: A guide to mapTQ - open administration