

## **Selection Tools Used in HRM**

The following is a summary of the selection tools that are used in the organization. They vary from position to position:

1. Job-related and technical assessments: accounting knowledge test, keyboarding speed, spreadsheet, power point and word processing proficiency, presentations and testing on other software tools
2. Job-related assignments: essays, in basket exercises, voice testing
3. Pre-employment polygraph
4. Pre-screening interviews
5. Proof of certifications - first aid, CPR, Red Cross instructor levels, confined space entry, WHMIS
6. Educational reference checks
7. Driver's license and driver's abstract
8. Criminal records check
9. Child abuse registry
10. Medical
11. Psychological evaluation
12. Vision evaluation
13. Swimming certification
14. Credit check
15. Local indices check - encompasses Versadex, ACIIS (RCMP), CPIC, PIRS and PROS (RCMP version of Versadex), NCDB (National Criminal Database, RCMP)
16. Physical fitness test

17. Cognitive ability test
18. Aptitude test
19. Family reference check - conducted by a police officer for Police recruits
20. Practical simulation - Transit and Fire
21. Application/resume
22. Profile testing (psychometric)
23. Role-playing
24. Interview (knowledge, situational, behavioural-based, competency)

In an effort to hire the most qualified candidate and to increase the reliability and validity of the hiring decision, a combination of selection tools are used. Hiring managers, in consultation with Human Resources, prepare a profile of the knowledge, skills, abilities and personal suitability requirements for the position for which they are hiring. The selection process and tools are used to assess the Bona Fide Occupational Requirements of the position.