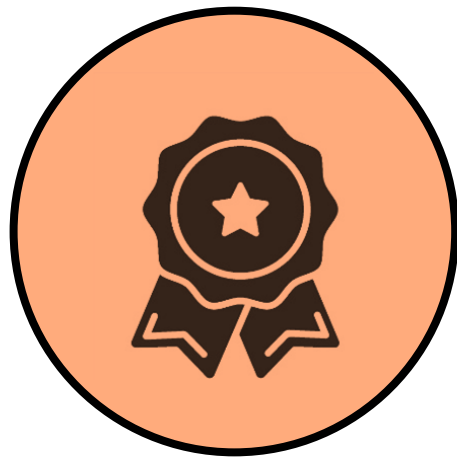


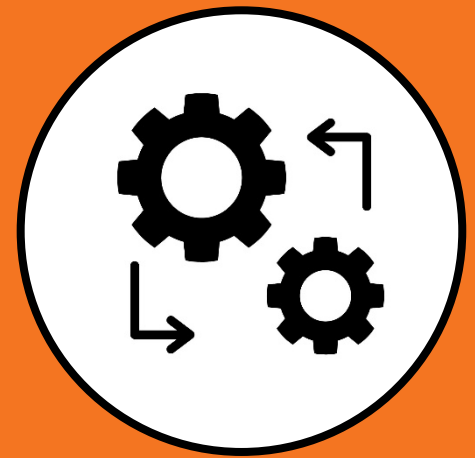
# Selection Process Best Practices



Know the **characteristics** needed for success in the specific role.



Keep the system — and the process — **simple, efficient, and easy to use.**



Remember you cannot select from “**a pool of one.**” It is important to begin with a sufficient group of candidates.



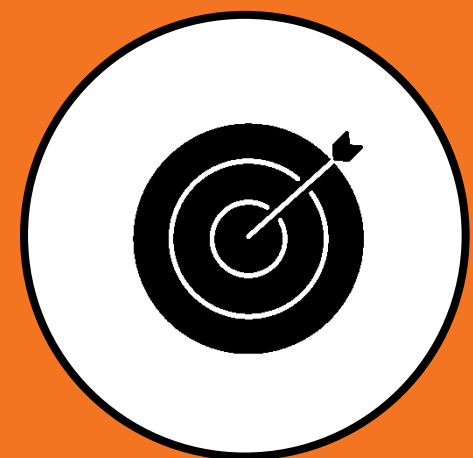
Gather **more objective than subjective** information.



Ensure your assessment tests are **reliable, valid, and legally defensible.**



Target each part of the selection process to **assess one or more competencies.**



Eliminate or change any steps where you **cannot articulate what they measure.**



View your selection process as the **candidate's first impression of your organization.** Make it a positive one!



## RIGHTchoice SYSTEM