




Employee Screening


- Procedures used to select the best applicant for the job
- Can include...
 - Resume/CV
 - Recommendations/referrals
 - Measures of KSAs
 - Work samples/simulations
 - Interviews
 - And more!
- Large and active area of I/O psych



3

Employee Tests

- Biodata Instruments
 - Background information and personal characteristics
 - Most often included in resume / CV / job application
- Can include...
 - Education, training
 - Work experience
 - Personal interests
 - Personality traits
 - Legal/criminal record
 - Attitudes, values, likes and dislikes



4

Resumes / Applications

- Often what makes the first impression
 - Studies show resumes/applications influence all future impressions of applicants
 - What could lead to a poor first impression?
 - Even influenced by look of resume (clean, professional)
 - Studies find applicants who turn in resumes made of heavier stock paper tend to be rated more highly
- CANNOT include questions about ethnicity, nationality, religion, age, disability, or marital status

5

Work Sample

- Can include written samples, reports, graphs, designs, etc.
- Good test of actual work skills
- May not be indicative of real-world performance
 - Exemplifies their best work, not typical performance
 - Can also be "obtained" from dishonest sources (friends, previous coworkers, internet)



6

Recommendations / References

- Provides information on...
 - Employment / educational history
 - Evaluation on applicant's character, work habits, etc.
- Tends to be only weakly predict work performance
 - Letter writers are selected by applicants
 - Letters tend to be unrealistically positive
- Most employers no longer put much weight into references, but grad schools still do
- Background checks and online searches becoming increasingly common

7

Google & Social Media


- 60% of managers now use online resources to research job candidates
 - 50% said they didn't hire someone based on this info
- Studies show this info can reliably predict job performance
 - Can reveal info about personality traits and work ethic



8

Social Media Content

- Content most likely to jeopardize job applicants?
 - #4: Poor writing skills
 - #3: Bad-mouthing current job
 - #2: Drug use and frequent alcohol use
 - #1: Profanity, sexist/racist content
- Can't just lock down social media accounts either
 - 40% of managers said they wouldn't hire someone if they couldn't access their social media content



9

Job Interviews

- Face-to-face conversation between applicant and representative(s) of employer (often HR)
- Offers opportunities to...
 - Assess social/soft skills
 - Assess knowledge and skills with "in-the-moment" measures
 - Testing applicant's knowledge
 - Presenting hypothetical scenarios
 - Gather additional info, beyond resume, recommendations, etc.
 - Answer questions applicants may have



10
