



MANAGEMENT ANSWERS

COMMUNICATION OF SELECTION DECISIONS

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Candidate Name.....

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How would you communicate selection decisions'

There are several ways of communicating the selection decisions'

Same Day Decision

On many occasions, a day is set aside for specific interviews, and all candidates are interviewed on the same day. Some will wish to stay and hear the result, others may have to travel and leave after the interview.

When the interviews are completed and a decision is made on who the job is given, the candidate who is offered the job is told first, which is not only correct, but if for some reason the successful candidate refuses to take the post, a second candidate from the interviews may be offered the job, if all the failed candidates were told first, and then the successful candidate refuses the position, then the whole exercise would have been wasted. So the candidates who stay are told personally, and those who had to leave would receive a telephone message.

Delayed Decision

Some interviews will be conducted over days, and therefore the decision may not take place until the selection panel meet again, perhaps in a week when everyone's diary can be met. They may discuss the strengths and weaknesses of each candidate and reach a decision on that day.

As all candidates will have cooled down from the immediate flush of the interview, they may be working, on holiday, day off etc. The appropriate method of letting them know may simply be a letter, although a telephone call may well be made.

Other methods of communicating selection decisions but they are less personal and could be seen as negative and unfriendly, a question may be put in their mind do I want to work for a company who uses these methods.

They are:

Text
Email
Fax

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