



SELECTION MATRIX

SELECTION MATRIX

If you don't currently use a Selection Matrix tool, now is the time to start. As seen in the debriefing session, one of the objectives of the meeting is to identify the chosen candidate and this tool is the best way to do that. The selection matrix is used to determine which candidate has the most relevant job experience and who (if any) should be considered for the role.

With the help of this tool, you will be able to fill in the scores of each candidate according to the job criteria. Here, you must take into account several elements, such as the scores given by other interviewers as well as the results of any technical or psychometric tests, depending on the type of process chosen.

You must also assign a "weighting factor" to each qualification according to the importance you gave to each of the criteria during the requirements definition stage. Be careful not to compare the candidates with each other, but rather each candidate against the job requirements. This will ensure that you keep an objective view.

Now that you have made your choice, it is time to make an offer to the selected candidate. It is a best practice, as a future manager, for you to contact the candidate yourself with the good news! However, it is not necessary to include the details of the offer, which can be done by the HR representative afterwards.