



TenStep Supplemental Paper

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Online Screening

Web-based pre-screening tools assist HR managers in discovering candidates that will potentially fit instead of going through a disorganized screening process. These tools are a more economic alternative to hiring an industrial psychologist or having a technical expert on the interview board.

Today, this system is highly preferred in IT. Here, the pre-screening tools contain weighted questions to evaluate the technical and soft skills of the candidates. Candidates are expected to take this test as part of the resume-tracking system.

Besides the technical aspect, companies are also toying with the idea of including an array of human touch questions. In a nutshell, these pre-screening tools help understand the technical fit and personality fit of the candidate.

Why these tests?

These tests:

- Are cost effective
- Help reach geographically diversified candidates
- Help link the different stages of the selection system
- Can handle a large number of applicants simultaneously
- Can be used as an initial relationship-building opportunity
- Can be used to help the applicant understand the job role better

The recruitment process is a combination of numerous components. Unless each component is given the right attention, the whole process can be jeopardized. However, online screening is the first milestone.

Pros

Online Recruitment:

- Allows control and standardization of hiring tools
- Controls the quality of basic information
- Allows more accurate comparisons between candidates
- Speeds the process, yet ensures quality and productivity
- Helps convert data into information.
- Acts as knock out rounds
- Can help avoid the error-filled resume screening engine problem.

Cons



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Online Recruitment:

- Usually tends to use an upper and lower cut off level to ensure that results are not tampered with; therefore, sometimes truly worthy candidates lose out
- Could be a costly proposition for a small company
- Could be inconvenient for candidates, especially in countries with a bandwidth problem, uptime problems and limited use of PC's
- May interfere with building personal relationships if too much emphasis is placed on technology
- Could necessitate a realignment of the recruitment workflow to accommodate a high touch environment
- Cannot uncover the same first-hand information that personal contact can
- May lead to errors or falsifications in tests

Testing

If used cautiously, online screening can be a powerful tool. Any good online test must have the following technical back up:

- A highly reliable hardware infrastructure to handle the expected bandwidth
- The objective must be clearly understood, i.e. if it aims at assessing the cultural fit, it must not attempt to test the human aspect also
- Tools, assessments and application forms should all be job-relevant, i.e. they should be backed by a job analysis that establishes a foundation of business needs and job relevance
- All online pre-screening tools should be validated by comparing a series of test scores and a study of previous job performance
- A multiple hurdle format that requires applicants to pass one step at a time must be followed