

# **Candidate Selection Criteria Interview Questions And Answers Guide.**



**Global Guideline.**

<https://globalguideline.com/>



# Candidate Selection Criteria Job Interview Preparation Guide.

## Question # 1

Please define candidate selection criteria?

### Answer:-

Your first task when planning to fill a vacancy is to identify and define the criteria you will use to assess and evaluate potential candidates. This approach allows you to avoid common selection problems, consistently evaluate each candidate and be in a better position to hire strong performers.

[Read More Answers.](#)

## Question # 2

What is the job requirement?

### Answer:-

You have to make a table jotting down all these aspects in a single file. Some of the aspects that should come out are:

- \* What type of employee would better fit your organization?
- \* What are the skills that your organization is looking for?

[Read More Answers.](#)

## Question # 3

What to do with the resumes in candidate selection criteria?

### Answer:-

Once this is done, you should begin to take in the resumes and file them. You should then look into the resumes and decide which ones are viable for your company.

[Read More Answers.](#)

## Question # 4

What is the interview time in candidate selection criteria?

### Answer:-

The next process would be to call the individuals and set up an interview time. Make sure that you place your interviews in such a way that you have ample time to speak and know the interviewee as much as you might want to know.

[Read More Answers.](#)

## Question # 5

What is candidates list?

### Answer:-

After you have the information in place, make a list of all the individuals who are supposed to come for the interview, making a note of the times that they would be coming in, along with the questions that you are supposed to ask them. This goes a long way in helping you picture the candidate, long after the candidate is gone, and would help you in remembering any intricacy of the interview.

[Read More Answers.](#)

## Question # 6

List some tasks which are done before interviewing in candidate selection criteria?

### Answer:-

Below are the few tasks before the interviewing process in candidate's selection:

- \* The job requirements
- \* The resumes
- \* The interview time
- \* Candidates list
- \* Confirm the timings

[Read More Answers.](#)



### **Question # 7**

What does the professional past of the candidate mean?

#### **Answer:-**

While interviewing the individual, first make sure that you find out about the professional past of the person. Try to find out the interviewee's first job and other relevant details about his or her professional and personal life. You also want to verify his or her qualifications, education, courses and lessons.

[Read More Answers.](#)

### **Question # 8**

When do you confirm the timings for interviews in candidate selection criteria?

#### **Answer:-**

When it comes to the interview itself, make sure that you confirm the timings with the person who is appearing for the interview. Once a mutual timing is decided on, make sure that you get a confirmation via email before you make arrangements for the interview.

[Read More Answers.](#)

### **Question # 9**

Tell me about the technical aspects - professional skills asked by the interviewer?

#### **Answer:-**

While the interview is going on, you should try to understand the personal traits as well as the attitude of the individual towards the job as well as their profession. Also, try to gauge how serious he is about the job.

[Read More Answers.](#)

### **Question # 10**

What does the balance mean in interviewing a candidate?

#### **Answer:-**

You should also check whether the interviewee is able to strike a balance between their personal and professional lives.

[Read More Answers.](#)

### **Question # 11**

How will you check whether the candidate is initiator or a follower in his professional life?

#### **Answer:-**

Also, make sure that you set questions that will decide whether the interviewee is an initiator in his or her professional life or whether they are more of a follower. Also, your questions should aim to find out whether the candidate brings about any kind of individual assets to the company or whether the qualifications that they bring are more of a supportive kind.

[Read More Answers.](#)

### **Question # 12**

How would you check the candidate's attitude while interviewing?

#### **Answer:-**

You may check his attitude toward important issues such as team work, communication capabilities, stressed situations, future plans, learning curve, motivations, dominance and methods of work.

There are several other important aspects that one has to remember while interviewing a person.

[Read More Answers.](#)

### **Question # 13**

How should we see in a candidate to judge his/her body language while interviewing?

#### **Answer:-**

Also, pay proper attention to the interviewee's body language. The body language of an individual goes a long way in informing you about many intricacies of the individual.

[Read More Answers.](#)

### **Question # 14**

How would you check the answers of the candidate whether true or fake while interviewing?

#### **Answer:-**

The interviewer should try to find out whether the interviewee is faking the answers, or is trying to withhold some information about the answer or themselves. If you do think that the interviewee is faking the answers, do not confront him or her about it. In turn, you can simply ask the interviewee to give any examples of anything that he or she has told you about.

[Read More Answers.](#)

### **Question # 15**

How should an interviewer handle the documentation of the candidate?

#### **Answer:-**

The interviewer should make sure that all the documentation and formal information that might be needed for the quick process of hiring are presented and collected as soon as possible. Apart from the academic qualifications, the interviewer should also ask about any hobbies or extracurricular activities that the interviewee has.



taken part in.

[Read More Answers.](#)

### **Question # 16**

What is the use of asking about the references while interviewing?

**Answer:-**

If the interviewee has informed you about any references, allow the interviewee to speak about them. With this, you can get to cross check whatever the interviewee has informed you about them earlier. Also, you can also cross check these facts, later on when you give a call to the references. If the references that the interviewee has provided are his or her previous managers or colleagues, the interviewer should try to know the former-mutual-contact experiences.

[Read More Answers.](#)

### **Question # 17**

What should an interviewer do when it comes to the salary in candidate selection criteria?

**Answer:-**

The salary is quite an integral part of the final decision whether the individual would join the organization. The salary also plays an integral part in the interviewer's decision whether the interviewee is perfect for the organization. Therefore, the interviewer should find out the expected salary of the interviewee, and also gauge whether the individual would bargain or negotiate about the salary.

[Read More Answers.](#)

### **Question # 18**

Why is the time-frame or availability important while interviewing the candidate?

**Answer:-**

The interview should make it a point to get a clear picture about the time-frame that they are looking at, in case they hire the interviewee. With a concrete time-frame in mind, the interviewer is free to decide and discuss about whether the potential candidate is the best person for the job at hand.

[Read More Answers.](#)

### **Question # 19**

What are the questions which should be asked by the interviewer in candidate selection?

**Answer:-**

The following are interviewing questions to ask the candidate as well as the basic criterion and interviewing tips for selecting a job candidate:

- \* The professional past of the candidate
- \* The technical aspects - professional skills
- \* The balance
- \* Initiator or a follower
- \* The attitude
- \* The answers
- \* Body language
- \* Documentation
- \* The salary
- \* The time-frame - (Availability)

[Read More Answers.](#)

### **Question # 20**

How many types of selection criteria are there in the teams system?

**Answer:-**

The teams system has five pre-determined selection criteria and the option of adding two additional criteria designed specifically for the position.

[Read More Answers.](#)

### **Question # 21**

List five types of pre-determined selection criteria?

**Answer:-**

Selection Criteria 1: Education: Level completed, relevancy and quality.

Selection Criteria 2: Previous Work Experience: Amount, relevancy and quality organizational skills including the ability to work in a diverse environment, multitask and work under pressure; reliability including good attendance and punctuality.

Selection Criteria 3: Communication: Written, oral and interpersonal skills.

Selection Criteria 4: Technology (if applicable): Amount, relevancy and quality of information technology training and/or experience.

Selection Criteria 5: Licenses and Certification (if applicable): Possesses or can timely obtain necessary licenses and/or certifications.

[Read More Answers.](#)

### **Question # 22**

What methods should be used for measuring each criterion?

**Answer:-**

The department head must determine the method they will use for measuring each criterion. The choices are:

- \* Interview
- \* Work Sample
- \* Application, Cover Letter, Resume



- \* References
- \* Writing Sample

[Read More Answers.](#)

### **Question # 23**

What is the use of assigning the criterion candidate selection criteria?

**Answer:-**

Each criterion is assigned a weight to signify the level of importance in the overall selection. The choices are 5%, 10%, 15%, 20%, or 25%.

[Read More Answers.](#)

### **Question # 24**

What will happen if the criterion is not used in candidate selection criteria?

**Answer:-**

If the criterion is not used, select No Response. The total percentage should equal 100%. The TEAMS system does not calculate the total percentage selected.

[Read More Answers.](#)

### **Question # 25**

How is candidate rating done in candidate selection criteria?

**Answer:-**

Ratings will be assigned as a 1-5 scale:

- 1) Does not meet this qualification
- 2) Demonstrates less than average qualification
- 3) Demonstrates average level of qualification
- 4) Demonstrates above average level of qualification
- 5) Exceeds the level of qualification required

The total rating for each criterion will be the percentage of weight x the score (1-5)

[Read More Answers.](#)

### **Question # 26**

What are the tools for screening the best candidates?

**Answer:-**

In order to fill an open University position and to find the best qualified applicant for the position, applicants must be judged by using clearly defined standards or criteria which reflect the specific needs of the department. Two sets of standards are used in screening applicants. These are:

- \* Minimum Qualifications
- \* Selection Criteria

[Read More Answers.](#)

### **Question # 27**

What is the purpose of selection criteria?

**Answer:-**

Selection criteria are used to determine the best-qualified applicant from among all of the candidates who have met the minimum qualifications and were selected for an interview for the particular position.

[Read More Answers.](#)

### **Question # 28**

What is the purpose of minimum qualification tool?

**Answer:-**

Minimum qualifications are used to screen applicants by comparing their qualifications to those minimally necessary to do the job. Minimum qualifications for non-instructional positions are found in teams under Position Descriptions.

[Read More Answers.](#)

### **Question # 29**

What does a selection criteria include?

**Answer:-**

Selection criteria go beyond minimum qualifications and look at quantity, quality, and relevancy of education, experience, knowledge and other skills that each applicant possesses. Selection criteria also include qualifications that may be unique to the particular job and the particular department rather than the more general minimum qualifications. When applicants are compared to each other and selection criteria are applied, the best-qualified candidate can be selected.

[Read More Answers.](#)

## **Basic Common Most Popular Interview Topics.**

- 1 : [Logical Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Computer Basics Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Business intelligence Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [Aptitude Knowledge Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Computer security Frequently Asked Interview Questions and Answers Guide.](#)
- 6 : [Funny Frequently Asked Interview Questions and Answers Guide.](#)
- 7 : [Self Assessment Frequently Asked Interview Questions and Answers Guide.](#)
- 8 : [Mental Attitude Frequently Asked Interview Questions and Answers Guide.](#)
- 9 : [Assertiveness Frequently Asked Interview Questions and Answers Guide.](#)
- 10 : [Citizenship Frequently Asked Interview Questions and Answers Guide.](#)

## About Global Guideline.

**Global Guideline** is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of [Interview Questions with Answers](#) and much more. Learn the most common technologies at Global Guideline. We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

\* This PDF was generated from <https://GlobalGuideline.com> at **November 29th, 2023**

\* If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and [e-mail us](#) we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.  
[www.facebook.com/InterviewQuestionsAnswers](http://www.facebook.com/InterviewQuestionsAnswers)

Follow us on Twitter for latest Jobs and interview preparation guides  
<https://twitter.com/InterviewGuide>

Best Of Luck.

Global Guideline Team  
<https://GlobalGuideline.com>  
[Info@globalguideline.com](mailto:Info@globalguideline.com)