

Vol 3 Issue 5 Feb 2014

Impact Factor : 2.1002 (UIF)

ISSN No : 2249-894X

---

*Monthly Multidisciplinary  
Research Journal*

*Review Of  
Research Journal*

---

Chief Editors

---

**Ashok Yakkaldevi**  
A R Burla College, India

**Flávio de São Pedro Filho**  
Federal University of Rondonia, Brazil

**Ecaterina Patrascu**  
Spiru Haret University, Bucharest

**Kamani Perera**  
Regional Centre For Strategic Studies,  
Sri Lanka

## Welcome to Review Of Research

**RNI MAHMUL/2011/38595**

**ISSN No.2249-894X**

Review Of Research Journal is a multidisciplinary research journal, published monthly in English, Hindi & Marathi Language. All research papers submitted to the journal will be double - blind peer reviewed referred by members of the editorial Board readers will include investigator in universities, research institutes government and industry with research interest in the general subjects.

### Advisory Board

Flávio de São Pedro Filho Federal University of Rondonia, Brazil	Horia Patrascu Spiru Haret University, Bucharest, Romania	Mabel Miao Center for China and Globalization, China
Kamani Perera Regional Centre For Strategic Studies, Sri Lanka	Delia Serbescu Spiru Haret University, Bucharest, Romania	Ruth Wolf University Walla, Israel
Ecaterina Patrascu Spiru Haret University, Bucharest	Xiaohua Yang University of San Francisco, San Francisco	Jie Hao University of Sydney, Australia
Fabricio Moraes de Almeida Federal University of Rondonia, Brazil	Karina Xavier Massachusetts Institute of Technology (MIT), USA	Pei-Shan Kao Andrea University of Essex, United Kingdom
Catalina Neculai University of Coventry, UK	May Hongmei Gao Kennesaw State University, USA	Loredana Bosca Spiru Haret University, Romania
Anna Maria Constantinovici AL. I. Cuza University, Romania	Marc Fetscherin Rollins College, USA	Ilie Pintea Spiru Haret University, Romania
Romona Mihaila Spiru Haret University, Romania	Liu Chen Beijing Foreign Studies University, China	
Mahdi Moharrampour Islamic Azad University buinzahra Branch, Qazvin, Iran	Nimita Khanna Director, Isara Institute of Management, New Delhi	Govind P. Shinde Bharati Vidyapeeth School of Distance Education Center, Navi Mumbai
Titus Pop PhD, Partium Christian University, Oradea, Romania	Salve R. N. Department of Sociology, Shivaji University, Kolhapur	Sonal Singh Vikram University, Ujjain
J. K. VIJAYAKUMAR King Abdullah University of Science & Technology, Saudi Arabia.	P. Malyadri Government Degree College, Tandur, A.P.	Jayashree Patil-Dake MBA Department of Badruka College Commerce and Arts Post Graduate Centre (BCCAPGC), Kachiguda, Hyderabad
George - Calin SERITAN Postdoctoral Researcher Faculty of Philosophy and Socio-Political Sciences Al. I. Cuza University, Iasi	S. D. Sindkhedkar PSGVP Mandal's Arts, Science and Commerce College, Shahada [ M.S. ]	Maj. Dr. S. Bakhtiar Choudhary Director, Hyderabad AP India.
REZA KAFIPOUR Shiraz University of Medical Sciences Shiraz, Iran	Anurag Misra DBS College, Kanpur	AR. SARAVANAKUMARALAGAPPA UNIVERSITY, KARAIKUDI, TN
Rajendra Shendge Director, B.C.U.D. Solapur University, Solapur	C. D. Balaji Panimalar Engineering College, Chennai	V.MAHALAKSHMI Dean, Panimalar Engineering College
	Bhavana vivek patole PhD, Elphinstone college mumbai-32	S.KANNAN Ph.D , Annamalai University
	Awadhesh Kumar Shirotriya Secretary, Play India Play (Trust), Meerut (U.P.)	Kanwar Dinesh Singh Dept.English, Government Postgraduate College , solan

More.....

Address:-Ashok Yakkaldevi 258/34, Raviwar Peth, Solapur - 413 005 Maharashtra, India  
Cell : 9595 359 435, Ph No: 02172372010 Email: ayisrj@yahoo.in Website: www.isrj.net



## SELECTION: EFFECTIVE USE OF APPLICATION FORMS

YOGESH KUMAR AND AMIT KUMAR

Amity University,  
Assistant Professor Maharaja Agrasen College University of Delhi

### Abstract:

*Human Resource Management is defined as the management process of an organization's human resources. The main responsibility of the human resource management is the attraction, selection, training, assessment, and rewarding of employees. It also takes care of the organizational leadership and culture and ensuring compliance with employment and labour laws. The HRM plays an important role in the recruitment and selection of the right candidate for the right job. The process of identification of different sources of personnel is known as recruitment. The main objective of the recruitment is to attract pool of applicants for the job. The next step is selection of the candidates for the job. Selection is a very crucial and negative process as the main objective of the selection process is to reject the unsuitable candidates. Selection of employees involves many steps to check the eligibility and selecting right candidate. Application forms and resume plays vital role in selecting the right candidate for the job. This helps the companies to know about the education background, skills, abilities, attitude and personality traits etc. Thus, companies give due importance to the application form and resume for selecting the right candidate.*

### KEY WORDS:

Application Forms, Recruitment, Skills, Personality traits.

### 1.INTRODUCTION:

Gone are the days when organisations used to select the candidates by the old process which resulted into the selection of wrong candidate. Today Human Resource Management plays crucial and vital role for the selection of the right candidate. HRM is responsible for the attraction, selection, training, and assessment and rewarding of the employees. It also helps in determining the objectives, policies, and program that will develop, utilize and distribute manpower so as to achieve the goals of an organisation. According to Geisler, "Human Resource Management is the process including forecasting, developing and controlling by which a company ensures that it has the right number of people and the right kind of people at the right place". The main objectives of the HRM is to assess or forecast future skill requirements of the organisation overall objectives. It aims at ascertaining the manpower needs of the organisation both in number and kind. The objective to put the right candidate at right place with right numbers can not achieved without HRM. The first step to choose the best candidate starts with recruitment. Recruitment is the process of searching the right candidates and stimulating them to apply for job in the organisation. It is a linking activity that brings together those offering jobs and seeking jobs. According to Date S. Beach, "Recruitment is the development and maintenance of the adequate pool of available labour upon whom the organization can draw when it needs additional employees. Recruitment precedes the selection process. Selection process is the process of selecting the right candidate for various positions in the organisations. Selection

#### **SELECTION: EFFECTIVE USE OF APPLICATION FORMS**

---

involves a series of steps which helps to screen the candidates for choosing the right candidate. The application form resume do play a vital role in selecting the right candidate. Application forms are used to assess the candidate's potential ability and skills. It helps to know the past behaviour which is the best predictor for how someone will behave in future. Application forms offer a standard set of questions which is filled by all the candidates which helps the employer to measure all candidates on the same criteria and make a judgment on whom to invite for next step of selection process.

Resume also work as an effective tool to get the job and attract the employer and it helps the organisation also to know about the candidate in detail. A resume is compilation of education, background details, work experience, credentials and other important details which helps the company to make a wise decision regarding the selection of candidate. The organisation gives much importance to the application form and resume.

#### **OBJECTIVES OF THE STUDY**

To study the selection process of organisations to select the right candidate for the job.

To understand the relevance and contribution of application form to select the candidate.

To study the structure of Application form used in the organisation.

#### **LITERATURE REVIEW**

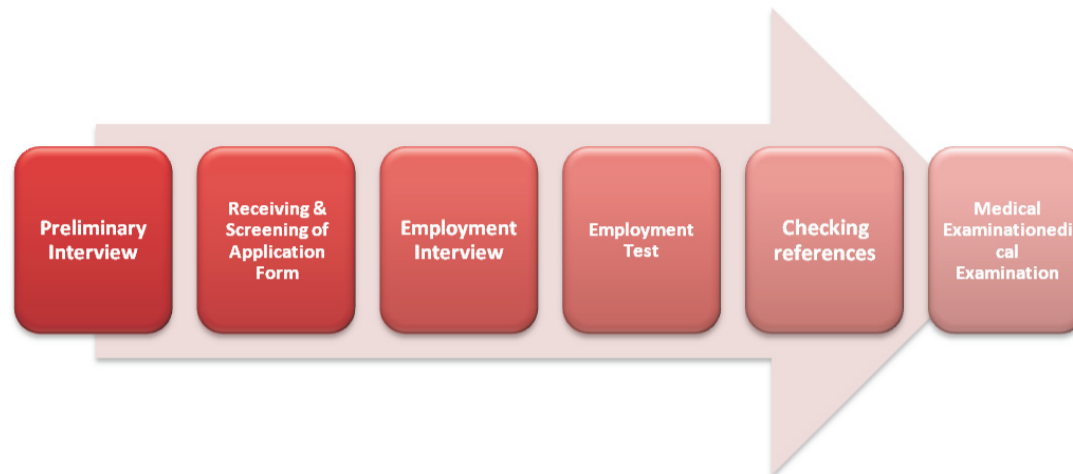
Selection is a process which involves a series of steps which helps in screening of the candidates for choosing the most suitable person for vacant positions. The process of selection leads to the selection of the right candidate who has the ability, skills, attitude and the qualifications to perform the jobs. Selection is describes as a negative process as it involves the rejection of the unsuitable candidate. On the other hand, recruitment is treated as positive process as it aims at attracting pool of candidates for the job. Selection is a complex process at it involves many hurdles which a candidate has to cross before getting the offer of a job. There are many benefits of the good selection process. The proper selection and placement of candidate helps in building a good workforce .It also helps in reducing the rate of absenteeism and labour turnover. The competent employees show higher efficiency and helps in achieving the goals of an organisation. When people gets job of their taste and they are found to be more satisfied. The job satisfaction in the employees helps in building the high morale of the employees. There are many factors which should be considered while selecting the candidate. It is essential to know the physical characteristics of the candidate. The company should make sure that the candidate is physically fit and able to perform his duties. The candidate should posses all the abilities sand skill which are required for the job and should be competent enough as per the job requirement. The company should also use few tests to check the mental attitude, temperament and character of the candidate. The selection process includes many steps which a candidate needs to cross before getting the offer of the job. The application form and resume are the part of the selection process and play a vital role in selecting the candidate. Application forms are used by the organisation which includes a set of standard questions which are to be filled by the candidate. It helps to measure the candidate ability and skills on the same criteria and helping the Human resource manager to take the decision who to reject and whom to call for next round of selection. Resume is basically the primary way of presentation by the candidate about his education, ability, skills, credentials, work experience, and other personal information. Thus, it is essential that a candidate should prepare his resume with proper attention and care. It is the best mode of attracting the employer.

#### **MAIN BODY AND DISCUSSION**

Selection procedureThe process of selection depends upon the structure of the organisation. It may vary from organisation to organisation and even department to department within the same organisation. However, the main steps could be incorporated in the selections procedures as under:

## SELECTION: EFFECTIVE USE OF APPLICATION FORMS

---



### **Preliminary Interview**

In most of the organisation, the selection process starts with the preliminary interview or screening. This step is brief and does the job of eliminating the completely unsuitable candidates. It has the advantages to the organisation because it helps in saving the time of the organisation and also saves the expenses of the company.

### **Receiving & Screening of Application Form**

When the organisation does have vacancy, it is advertised or enquired from the sources. The company invites the application from the candidates. Application form is basically used to obtain details about the candidate in detail. It is a set of standard format which each candidate has to fill. It helps the companies to take the decision to measure the ability of the candidate. It helps the interviewer to formulate the questions to have more information about the candidate. It makes easy for the organisation to make the process easy as there is uniformity in filling of the forms. Once the applications are received, they are screened by the company and eliminate the unsuitable candidate. The screened applicants are invited for the next round of selection process.

### **Employment Test**

Each and every individual differ to each other in terms of physical characteristics, skills, ability, calibre, capacity, attitude, their likes and dislikes and also with respect to their personality traits. Thus various types of are employment test are used to know more about the candidate. The employment test includes intelligence test, aptitude test, interest test, personality traits. Employment test are used for judging the candidate's suitability for the job.

### **Employment Interview**

Employment interview provides a lot of information about the candidate. It helps to find out the suitability of the candidate. It is used to seek more information about the applicant and gives accurate picture of the candidate. It is very important to select the right candidate. The ability, skills, communication skills, mental ability and attitude can be known by the use of employment interview. The face to face interaction and body language of the applicant helps the interviewer to know more about the personality traits and his way of thinking can be known.

### **Checking references**

It is very much important to have detailed discussion with the referee of the candidate as referee is a potentially an important source of information. It will help the employer to gather the information about the candidate's ability, skills, personality and behaviour. The HR manager should make an investigation on the reference provided by the applicant before final selection.

## SELECTION: EFFECTIVE USE OF APPLICATION FORMS

---

### Medical Examination

The company should take the medical examination of the candidate before the final selection. It helps in ascertaining the applicant's physical ability to perform the job. It also helps the organisation to protect from unwarranted compensation and claims under worker's compensation laws or any law suits for damages.

### STRUCTURE OF APPLICATION FORM

The employer uses application for getting the most relevant data and thus choosing the right candidate by using the data. It is very important to know the structure of the application form so that all the areas are covered and more and more information is collected from all the applications. The more data and information is received will help in making better decisions. Application form mainly consists of five sections which include personal details, education, employment details and history, activities and interest and references. The application form may also include the sections which may help to know the reasons for applying and the competency questions. Personal details section of the application form is very important. It includes the straight forward questions which should be filled accurately by the candidate and at appropriate places. It helps the employer to know the first hand information about the applicant. The next section is education section in which the candidate is required to fill in all the details about his education. The candidate is asked to list the names and addresses of school and colleges attended. The candidate is required to give the academic grades, qualification, certificates from secondary school through to and including university. The education section helps to know who all are the candidates who have met or exceeded the minimum academic requirements for the job. The third section is employment history which is very important to know for the employer. In this section, the candidate is asked to give the details of employment including past work experience, internships usually most recent first. The candidate should also include the details like vacation work, part time jobs and temporary work. This helps the employer to know about the ability and skills of the candidate and helps to choose the right candidate. The next section is the activities and references in which the candidate should include skills, activities and interest that he has and is relevant for the job. This works as an advantage for the applicants and increases the chances of getting selected for the job. The employer also gets to know the activity, interest, hobbies and helps to know if the candidate is fit for the job or not. The employer includes the next section which is giving references. In this section, the candidate is asked to give at least two references. The employer needs to know the references so that he can have word with the referee and know about the past behaviour of the candidate. Thus, the employer should always discuss with the referee before doing final selection of the candidate. In the next section the employer asks the candidate to give the reasons for applying for the job. This section gives the chance to the candidate to explain and describe himself. It helps the candidate to prove to the employer why he/she is suitable for the job. The candidate here tries to sell himself and match the skills for the job. The employer analyses the whole information and makes his decision regarding choosing the right candidate.

### Use of Application Form for Employer

An Application form is basically a set of standard questions which each candidate has to fill while applying for the job. The use of application form for applying for the job in the organisation is the most traditional approach. The employment application form helps the employer in gathering the consistent information about prospective employees. The application form brings uniformity and consistency as the format is constant and uniform for every applicant. The application form consists of standard questions which have to be filled by each candidate for the open position. It helps the employer to measure the ability and skills of the candidate and also to compare the credentials of the candidate without regard for formatting, exaggeration, hyperbole and presentation. As said earlier the application is very useful for the employer. The application form provides equal opportunity for all the candidates and thus works as a fair process. It also helps in equal monitoring and selecting the right candidate. It is easy to do the comparison between the candidates and thus helps in short listing of the candidate. The application form is useful if there are large numbers of applicants and thus reduces the work load of selecting and rejecting the candidate. The employer would always want to know the education history of the candidate and to know the relevant work experience, including any sign of progression which can be better known by the use of application form. The specific set of skills and abilities is required to perform the job which is provided by the application form filled by the candidate. This will help the employer to shortlist or reject the candidate on the basis of their desired abilities and skills for the job. The application form helps to know whether the candidate does have clear understanding of the role and to select the suitable candidate. The forms bring uniformity and

#### SELECTION: EFFECTIVE USE OF APPLICATION FORMS

---

shows the attitude and personality of the candidate which is required to get fir in the role and fit in the team the candidate has the potential to work with. The application forms helps in controlling the information that they receive from the applicants. The employer can filter the all data and select or reject on the basis of the data received. The application form gives the opportunity to the applicant to describe himself. If the application form is filled with proper attention and care, it can work as an effective tool to get the desired job. Application forms are designed to formulate the questions and to trigger certain answers and feedback from the candidate. The interviewer may use the data to form tricky questions while having face to face interaction. An application form is designed in such a way that it requires proper attention and thought from the candidate. This is the best way to know the mental ability, attitude and personality traits of the candidate. The employer shall use the application for the references in the future. The date can be used for next vacancy or post and thus it provides the data which is readily available and reduces the cost of advertising the post or the vacancy. The employer is always interested to know what originally attracted the candidate for the job. It helps in ascertaining the mind set and future plans and expectation from the job and organisation. It makes the candidate to show that how qualifications, competencies, and experience will work as an advantage for the company. The employer design the application form in such a way that it bring out the personality of the candidate by using examples of experiences to demonstrate the personality. The application form helps to know the future plans and career planning of the candidate which make the employer to decide how the candidate fits and for long term association with the organisation

#### CONCLUSION

There is a lot of competition these days and each and every one is striving to perform better and better day by day. This it makes necessary for the companies to perform outstanding and use the workforce effectively and efficiently. It is essential to build great teams and making most of the use to perform better and achieve the goals of the organisation. The organisation always wants to select the best candidate for their company. They know the importance of the good candidate. A good candidate will work as an advantage for the company will perform better. That is why the importance of Human resource Management has increased a lot in recent times. HRM helps to put the right kind of person at right place and in right numbers. It helps in the attraction, selection, assessment and rewarding of employees. HRM helps in designing the better selection process and thus choosing the right candidate. The selection process is very important for any organisation to make wise decisions regarding the choice of candidate. In the selection process, the application form does play a vital role for the selection of the candidate. Application forms helps to know the abilities, skills, and education history, work experience of the candidate .It is an effective tool to know about the mental ability, attitude, and personality traits of the applicants. It also helps to know the future plans and career planning of the applicant which makes the employer to make a decision regarding the candidate. The companies should design the application form in such a way that it gets all the relevant information and gives equal opportunity for all the candidates.

#### REFERENCES

- 1.Merkle, Judith A. Management and Ideology. University of California Press. ISBN 0-520-03737-5.
- 2.Mayo, Elton (1945). "Hawthorne and the Western Electric Company". Harvard Business School. Retrieved 28 December 2011.
- 3.Chartered Institute of Personnel and Development. Retrieved 22 December 2011.
- 4."About Cornell ILR". Cornell University School of Industrial and Labor Relations. Retrieved 2010-01-29.
- 5."About SHRM". Society for Human Resource Management. Retrieved 22 December 2011.
- 6.O'Brien, Michael (October 8, 2009). "HR's Take on The Office". Human Resource Executive Online. Archived from the original on 18 December 2011. Retrieved 28 December 2011.
- 7."Catbert shows tougher side to human resources". Personnel Today. August 30, 2007. Retrieved 28 December 2011.
- 8.Ulrich, Dave (1996). Human Resource Champions. The next agenda for adding value and delivering results. Boston, Mass.: Harvard Business School Press. ISBN 0-87584-719-6. OCLC 34704904.
- 9.Towers, David. "Human Resource Management essays". Retrieved 2007-10-17.
- 10.Jonathan E. DeGraff (21 February 2010). "The Changing Environment of Professional HR Associations". Cornell HR Review. Retrieved 21 December 2011.
- 11.<http://www.totaljobs.com/careers-advice/cvs-and-applications/why-application-forms>
- 12.<http://3ca.org.uk/activities/youth-training/getting-that-job/applications/why-do-employers-use-application-forms>

**SELECTION: EFFECTIVE USE OF APPLICATION FORMS**

---

13. <http://www.merlinhelpsstudents.com/studentlife/afteruniversity/work/applicationforms.asp>
14. <http://www.ukbusinessbrains.co.uk/application-forms-what-are-they-why>
15. <http://www.wikijob.co.uk/wiki/application-forms>
16. <http://www.bdjjobs.com/career/resume1.htm>
17. <http://humanresources.about.com/od/selectemployees/qt/Why-Employers-Use-An-Employment-Application.htm>



# Publish Research Article International Level Multidisciplinary Research Journal For All Subjects

Dear Sir/Mam,

We invite unpublished research paper.Summary of Research Project,Theses,Books and Books Review of publication,you will be pleased to know that our journals are

## Associated and Indexed,India

- ★ International Scientific Journal Consortium Scientific
- ★ OPEN J-GATE

## Associated and Indexed,USA

- DOAJ
- EBSCO
- Crossref DOI
- Index Copernicus
- Publication Index
- Academic Journal Database
- Contemporary Research Index
- Academic Paper Databse
- Digital Journals Database
- Current Index to Scholarly Journals
- Elite Scientific Journal Archive
- Directory Of Academic Resources
- Scholar Journal Index
- Recent Science Index
- Scientific Resources Database

Review Of Research Journal  
258/34 Raviwar Peth Solapur-413005,Maharashtra  
Contact-9595359435  
E-Mail-ayisrj@yahoo.in/ayisrj2011@gmail.com  
Website : www.isrj.net