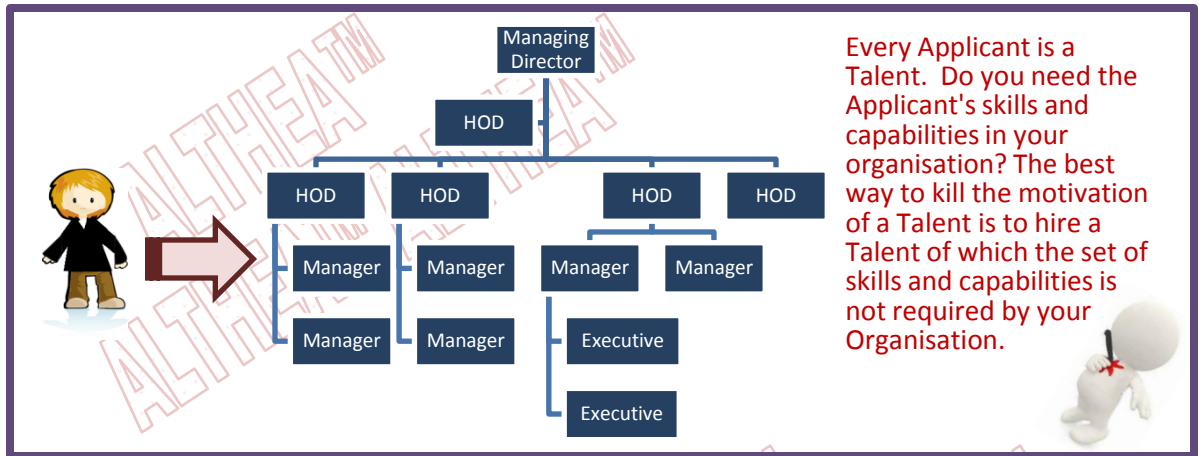
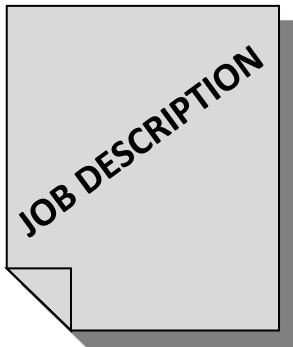


HOW TO MATCH CURRICULUM VITAE TO THE JOB

This is the 1st Filter in our Interview Selection Process Flowchart



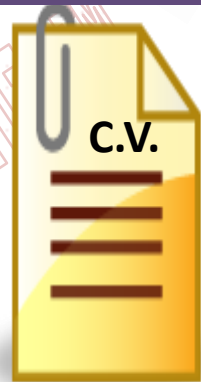
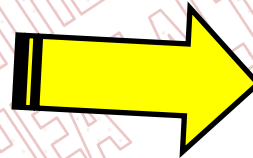
Every Applicant is a Talent. Do you need the Applicant's skills and capabilities in your organisation? The best way to kill the motivation of a Talent is to hire a Talent of which the set of skills and capabilities is not required by your Organisation.



1 Well defined Job Description or List your Selection Criteria for that Job including the salary range

An important step to create the Selection Criteria for the Job. Prioritise the selection criteria.

Similar process as computerised selection using key words



Common Mistakes:

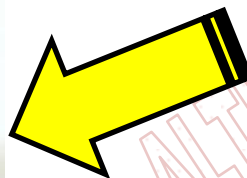
- Excessive selection criteria: unrealistically to fit human
- Salary range was not predetermined to ensure manpower planning is operated within Human Capital Budgets. Interviewers can perform pre-negotiations as part of the elimination process.
- Selection Criteria not created together by HR & the immediate supervisor of the Job concerned.
- CV is not well written with lots of missing crucial information

2 Place these 2 documents side by side. Use a Highlighter to mark words & phrases that appears in both documents.

The JD that has the most highlighted words & phrases means the Applicant is the best Applicant that fits to the Job (pending Behavioural Event Interviews to validate the Applicant's past performances and capabilities fitting the Job).



Face to Face Behavioural Event Interview



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