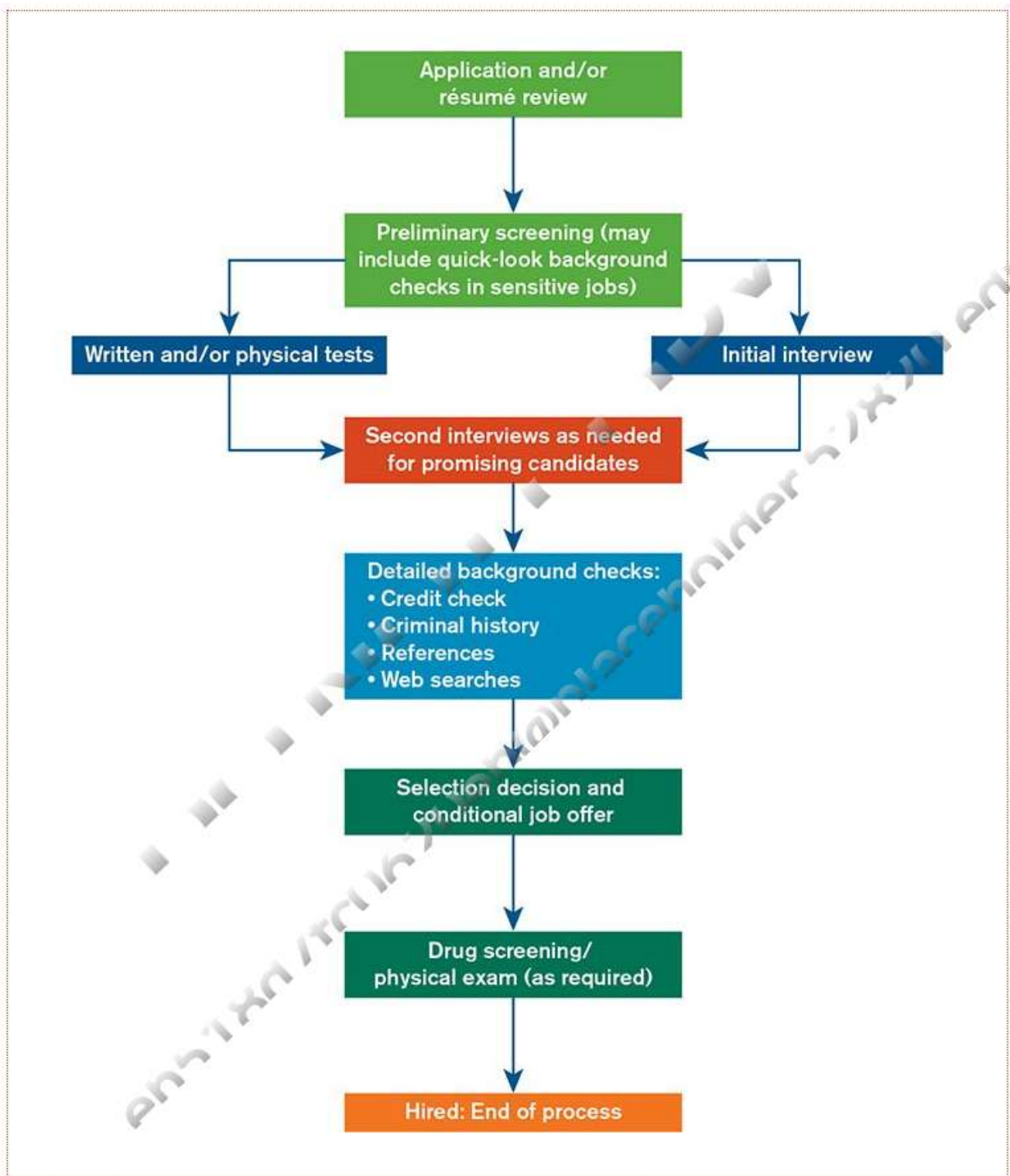


Exhibit 6-1 STEPS IN THE SELECTION PROCESS



The steps do, however, make logical sense. People apply for jobs, and the firm screens the job candidates to narrow down the selection. This screening can include a test of some type and an initial interview for the top candidates. For lower-level jobs, it is not uncommon for the HR department to do the screening, conduct any testing and background checks, and send the best applicants to the manager the candidate will actually work for. The manager commonly conducts interviews and makes a conditional job offer that may include drug screening and/or a physical exam. The final step occurs when the applicant is hired.

In this chapter, we discuss each step in the process. But before we get into those selection steps, let's discuss the importance of selecting the applicant who best matches the job, or what we call "looking for fit." We also need to discuss the federal Uniform Guidelines on Employment Selection Procedures (UGESP) that affect how we conduct each of the steps in the selection process. Once we have covered these two items, we can go into the actual steps of the selection process.

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