

Mini-Series: Own Your Selection Process

Episode 1:
Stages of Selection



In this episode we will be focusing on the different stages of selection...



01

Application
Screening

02

Interview &
Assessment
Stages

03

Job Offer &
Negotiation
Stages



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Application Screening

- Every job advert stipulates minimum requirements and certain skills needed for the job.
- Recruiters screen your Application Forms, Cover Letters and CV's – to identify where you meet the requirements and where you may have certain gaps.
- The applications that are screened positively are shortlisted for the 1st round of interviews.
- The applications that don't meet the minimum requirements – sent a job application decline.



1st Round Interviews

Telephonic/In-Person/Virtual

Verify Qualifications

Logistical Questions

Recruiter digs deeper into
what they have seen in your
CV

Verify Experience

Assess motivation for role,
company & industry

SHORTLISTING



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2nd Round Interviews

In-Person/Virtual

Hiring Manager & HR Representative

Competency-based, Technical & Behavioural Questions

Motivation for Job, Company & Industry

Probe further on understanding of job

Assess potential for leadership in the company

SHORTLISTING



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Psychometrics OR Assessment Centre

Aptitude/Cognitive

Personality

Behavioural/Situation-
Judgement Tests

Full-Day/Half-Day

Psychometric Assessments

Case Study & Presentation

Panel Interview

FINAL SHORTLISTING



Job Offer Stage

- Usually over the phone and in writing via email.
- Telephonically – to let you know you have been successful and to let you know that a written offer is on its way.
- Email (Written Offer) – stipulating the details of the offer, e.g. job title, start date, salary/COE etc.



Negotiation & Acceptance of Offer

- **Negotiation Stage** - Communication between the company and the candidate regarding terms of the offer, which includes:
 - Salary
 - Start Date
 - Relocation
- **Acceptance** – always in writing.
 - Usually a signed letter or over email.



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