

Selection

This guide explores different student selection methods to effectively assess your candidate's skills and personality, enabling you to access our top student and graduate talent.

Careers Team

Selection

Choosing the right selection methods is key to identifying the best talent. This guide provides a range of selection options—from traditional interviews to practical exercises—each designed to give you insight into the candidate's skills, experience, and personality. Here at DMU, we are more than happy to aid you through this process. We can support you in many ways, such as allowing the use of our facilities and careers services where needed. Our colleagues can help with processes such as collating CVs and interviewing, and if you need a lecture hall for an assessment centre activity, or just an interview room to exclusively recruit our students or graduates, please reach out.

1. CV and cover letter

CVs and cover letters are still essential tools in the selection process. They give candidates the opportunity to showcase their experience and tailor their application to the specific role.

Considerations:

- Unconscious bias may influence the review process, so consider using blind recruitment techniques to focus mainly on skills, experience and qualifications alone.
- The process can be time-consuming, especially if there are many applicants.

Advantages:

- Offers insight into the candidate's qualifications, experience, and motivations.
- Provides a more detailed view of their personality and career goals.

2. Psychometric testing

Psychometric tests evaluate cognitive abilities, personality traits, and cultural fit. These assessments help employers understand how candidates may perform in different scenarios and fit within the company's culture.

Considerations:

- Be aware that candidates may find these tests intimidating, especially if they're not familiar with them.
- Ensure clear communication about the purpose of the tests and allow time for practice or adjustments if needed.

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Advantages:

- Objective, data-driven insights into a candidate's strengths.
- Identifies potential for development and long-term fit.

3. Video and phone interviews

Remote interviews, conducted via phone or video, are increasingly popular due to their convenience. They allow employers to assess communication, presentation, and cultural fit without the need for travel.

Considerations:

- Ensure a smooth technical setup to avoid disruptions.
- Consider whether structured or informal interviews are more appropriate for the role.

Advantages:

- Saves time and money on travel expenses.
- Expands the candidate pool by making it easier for remote applicants to participate.

4. Group exercises & assessment days

Group exercises and assessment centres offer a combination of individual and collaborative tasks that help evaluate how candidates interact in group settings, solve problems, and lead teams.

Considerations:

- These can be resource-intensive, so make sure you have a clear plan for each activity.
- Remote options can be considered to make the process more convenient.

Advantages:

- Provides a clear picture of candidates' abilities in real-time.
- Helps assess teamwork, communication, and leadership skills.

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5. In-person interviews

In-person interviews are a traditional yet effective selection method. With structured questioning, they allow for direct evaluation of competencies, strengths, and cultural fit.

Considerations:

- Ensure diversity within the interview panel to prevent bias.
- These interviews can be time-intensive and may require travel arrangements.

Advantages:

- Personal interaction allows you to assess soft skills such as communication and rapport-building.
- Reduces the potential for technical issues compared to remote interviews.

6. Work-based tasks

Work-based tasks are designed to assess candidates' ability to perform the tasks they'll encounter in the role. These can include technical challenges, writing assignments, or simulations that mirror job responsibilities.

Considerations:

- Ensure tasks are realistic and aligned with the day-to-day tasks of the role.
- Allow enough time for candidates to complete the task thoughtfully.

Advantages:

- Direct demonstration of relevant skills.
- Tests problem-solving abilities, time management, and attention to detail.

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8. Video CV

A Video CV allows candidates to present their skills and personality directly, offering a more dynamic and engaging way to assess communication and creativity, especially for client-facing or creative roles.

Considerations:

- Not all candidates may feel comfortable creating a video, so ensure this is appropriate for the role.
- It's most effective for positions that require strong presentation or creativity.

Advantages:

- Provides a more holistic view of a candidate's communication and creativity.
- Offers insight into their confidence and personality.

9. Application forms (Online)

Online application forms or Applicant Tracking Systems (ATS) streamline the recruitment process. They collect consistent information across candidates, making it easier to compare and filter applications based on key criteria.

Considerations:

- Keep forms concise and focused on the essential information to avoid overwhelming candidates.
- Setting up and maintaining an ATS can incur costs and require technical support.

Advantages:

- Consistent data collection helps ensure fairness in the shortlisting process.
- Reduces administrative workload by automating data management.

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10. Presentations

Ask candidates to deliver a presentation as part of the selection process. This is ideal for roles that require strong public speaking, persuasion, or technical expertise in a subject.

Considerations:

- Provide clear instructions on the presentation's focus, length, and format.
- Ensure candidates have enough time to prepare.

Advantages:

- Assesses communication, organization, and public speaking skills.
- Helps gauge creativity, content knowledge, and ability to follow a brief.

By diversifying your selection process, you can better evaluate candidates on the skills and qualities that matter most to your business. Use a combination of these methods to ensure you're making the most informed and fair hiring decisions.

If you have any questions or would like to get in touch with us for support, e-mail us at employerengagement@dmu.ac.uk or call us on +44 (0) 116 257 7595.