

FIG 46-5 —When a driver is interviewed, he should be placed at ease to facilitate the easy flow of information

should include mileage and years spent as a driver and types of vehicles operated, seasons of the year and geographical areas in which vehicles were operated, preventable and nonpreventable accidents experienced, number of convictions for traffic and other violations, number and type of driver's licenses held, and safe driver awards received

• Personal references The applicant should furnish the names and addresses of previous employers in the space provided on the application form, and these references should be checked Additional reference sources are the local credit bureau, police department, and state motor vehicle department, as mentioned before

• The interview should be as objective and reliable as possible Many firms use a planned or patterned interview to ensure that all interviews follow the same general course and bring out the specific information desired

A properly conducted interview should reveal additional facts about the applicant's employment experience, knowledge of traffic regulations, attitude, personality, appearance, family life, and general background

The interview should be conducted in private, and the applicant should be seated and put completely at ease (Fig 46-5) The interviewer should keep in mind at all times the inventory of basic qualifications A check list of these may be made up to serve as a guide After the interview, the applicant can be rated on each of the qualifications listed

• Psychological tests are devices for obtaining samples of behavior under controlled conditions They can be useful in the selection process if the behavior traits sampled are known the be related to job success and if interpretation of the results is made by a qualified person However, since available tests are not reliable instruments of prediction, tests alone cannot do the complete selection job The personnel officer should never use tests as a substitute for other ways of securing employment information Until tests can be developed which will correlate very highly with our accident criterion, it is not practical to rely on them only

Many of the large trade associations have had personnel specialists develop standardized personnel selection procedures for their