

## **Decision Making/ Selection Process**

Whether you are selecting a new product, process or program, this process should be able to stand on its own merits and if there should be any questions or challenges, this process can provide the documentation for the decision that is being made. Selection of new products, processes and programs is important and vital to any organization and the process should be fair for each proposal being considered. It can be, also, an important process in the selection of personnel. This process should help to remove or reduce any personal bias or prejudices that might influence the selection process.

- 1) Make up a matrix listing the attributes that you feel are essential for the product, process, program or position that you are considering.
- 2) Prioritize the attributes and assign a weight to each attribute (1-5).
- 3) Establish your review questions so that you can evaluate the performance/qualifications against each attribute.
- 4) Based on the review, background data and other possible inputs rate each attribute (0-5).
- 5) When completed, multiply each rated score by the weight of the attribute.
- 6) Add up all the weighted scores for an overall score for that particular proposal or candidate.

Repeat this process for each proposal. The proposal or candidate with the highest score should be the one most qualified or best choice.

If there are multiple members of the selection panel, each member rates each proposal or candidate separately. When completed, add the final scores for each proposal or candidate and the one with the highest score should be the one most qualified or best choice.

Discuss the outcome with each member of the selection panel to ensure that the right choice is being made for the proposal or candidate. Remember, this process should help to remove any personal bias or prejudices that might influence the selection. If there is a major discomfit with the outcome, look at the attributes and their weights to ensure that everyone is comfortable with them as they pertain to the proposal or candidate. Do not revise things to validate any personal bias or prejudices.