

Extract from: 'The Employment Process: A Manual on Black Labour' by Willie W. van Breda, Personnel Research Division, The University of the Orange Free State.

"SELECTION AIDS IN HOMELAND CIRCUMSTANCES

In order to improve the process of homeland selection, the following are suggested:

- (a) Contact the tribal labour bureau prior to a visit in order that they can make it known.
Inform present employees well in advance in order that they can tell their friends and family.
- (b) Do not let the tribal labour bureau select workers in advance: it may result in favouring.
- (c) Check the applicant's reference book and turn those away with defect reference books and poor service records.
- (d) Let the remaining applicants run-on-the-spot in order to eliminate the unfit and sick ones - tuberculosis cases are especially reduced drastically in this way.
- (e) Explain to the remaining ones precisely what work they will be required to do, for whom they will work, what their remuneration will be, contract conditions and procedures which will be followed. This facet is very important with a view to the prevention of future problems. A group of Bantu, for example, on their arrival in the White area, were not willing to work for the supervisor to whom they were assigned because he was not the one who hired them in the homeland.
- (f) Interview each applicant and pay attention to work history, training, education and domestic circumstances, appearance and whether the person has the necessary limbs.
- (g) Always select more workers than necessary and tell the reserves to be present at time of departure. If any of the workers do not turn up, their places could be taken by the reserves (who were also selected for suitability).
- (h) If possible, transport the workers personally to the White area.
- (i) Perform medical examinations on arrival as well as testing and selection with a view to proper placement."