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*Devi Rubadeau*

## Professors

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|---|-----------------------|--------|------------------------|
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## Learning Outcomes

Upon completion of this course students will be able to

- examine how recruitment and selection contributes to effective HR management and organizational performance.
- identify an organization's human resources needs and potential sources of qualified candidates.
- implement processes for attracting qualified candidates.



Course Schedule

| Date             |                 | Topic   | Text          | Guest Speaker/ Project Sections / Deliverables   |
|------------------|-----------------|---|---------------|--|
| 2023<br>Week of: |                 | Wednesday September 6, First day of class. Friday September 15, Last day to register for Fall 23<br>Monday Oct. 2 & Monday Oct. 9 & Monday Nov. 13, Statutory Holiday (no classes)<br>Friday October 27, Last day to withdraw from class without academic penalty<br>Thursday December 7, Last day of class |               |  |
| 01               | Sept 6          | Introduction to Recruitment & Selection   | Ch. 1         | Major Project – introduction, group formation, idea generation – Assignment Section 1    |
| 02               | 11 & 12         | Reliability and Validity  | Ch. 2         | Guest Speaker – CPHR (TBA)<br><b>Discussion Forum due Sept 16th</b>                      |
| 03               | 18 & 19         | Legal Issues  | Ch. 3         | Group project: Team provide summaries  |
| 04               | 25 & 26         | Job Analysis and Competency Models  | Ch. 4         |  |
| 05               | Sept 25 & Oct 2 | Recruitment, Selection and Job Performance  | Ch. 5         | <b>Take home Quiz – Oct 4-Oct 5 (24 hours)</b><br>Group project: Teams provide summaries |
| 06               | Sept 25 & Oct 2 | Recruitment, Selection and Job Performance  | Ch. 5         | <b>Assignment Section 1 due Oct 14</b>   |
| 07               | 16 & 18         | Recruitment: The First Step in the Selection Process  | Ch. 6         | Groups work on Assignment Section 2 begins   |
| 08               | 23 & 25         | Selection I: Applicant Screening  | Ch. 7         | Guest Speaker (TBA)  |
| 09               | Oct 30, Nov 1   | Selection I: Applicant Screening (cont)<br>Selection II: Testing  | Ch 7<br>Ch 8  |  |
| 10               | 6 & 8           | Selection II: Testing<br>Selection III: Interviewing  | Ch 8<br>Ch. 9 | Group project: Teams provide summaries   |
| 11               | 15              | Selection III: Interviewing   | Ch. 9         |  |
| 12               | 20 & 22         |   | Ch. 10        | Group project: Teams provide summaries   |

