



Course Outline
AP/HRM3470B – Fall 2019

Recruitment, Selection and Performance Appraisal of Personnel

York University - School of Human Resource Management

Course Director: Ron Alexandrowich

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Class Time: Tuesday 2:30 – 5:30

Location: ACW 307

Office Hours: I do not have office hours. Please see me before or after class or email me. Thank you.

COURSE DESCRIPTION

This course provides an introduction to the issues and procedures used in the recruitment, selection, and performance appraisal of employees in organizations, including the context of recruitment and selection, measurement issues, and methods and procedures of recruitment, screening, testing, interviewing, performance appraisal, and hiring decision-making. The course will address critical terms and concepts in the field, including reliability and validity of selection and appraisal procedures.

PREREQUISITES:

Students are personally responsible to ensure that they have the required prerequisites as stated in the course outline or in the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

Prerequisite: AP/HRM 2600 3.00. Course credit exclusions: None. Prior TO FALL 2009:

Prerequisite: AK/ADMS 2600 3.00 or AK/ADMS 3480 3.00 (prior to Summer 2001).

Course credit exclusion: AK/ADMS 3490 3.00.

REQUIRED TEXTS:

Textbook: Catano, V., Wiesner, W., & Hackett, R. (2019). *Recruitment and Selection in Canada, 7th ed.* ITP Nelson. **9780176764661**

Class Schedule:

<i>Date:</i>	<i>Chapter</i>	
<i>Sept 10</i>	<i>1</i>	An Introduction to Recruitment and Selection
<i>17</i>	<i>2</i>	Foundations of Recruitment and Selection I: Reliability and Validity
<i>24</i>	<i>3</i>	Foundations of Recruitment and Selection II: Legal Issues
<i>Oct 1</i>	<i>4</i>	Job Analysis and Competency Models
<i>Oct 8</i>	<i>5</i>	Job Performance and Review Ch. 1-5
<i>15</i>	<i>Reading Week</i>	<i>Reading Week</i>
<i>22</i>	<i>Midterm Exam</i>	<i>Midterm Exam</i>
<i>29</i>	<i>6 and 7</i>	Recruitment: The First Step in the Selection Process/ Selection I: Applicant Screening
<i>Nov 5</i>	<i>8</i>	Selection II: Testing and Other Assessments
<i>12</i>	<i>9 and 10</i>	Interviewing and Decision Making
<i>19</i>	<i>Presentations</i>	<i>Presentations</i> <i>(All group papers due.)</i>
<i>26</i>	<i>Presentations</i>	<i>Presentations</i>
<i>Dec 3</i>	<i>Presentations and Review</i>	<i>Presentations and Review</i>

Grading Components:

Group Project:

Role Play: 15%

Paper: 25%

Midterm Exam: 30%

Final Exam: 30%

All final grades will be reviewed by the School of Human Resource Management and the School reserves the right to modify them in order to maintain high standards

Group Project – 40%

- a) Group Role Play 15% **Dates to be given in class**
- b) Group Research Paper 25% **All papers are due Nov 19, 2019**

Objective: To help you critically analyse a complex recruitment and/or selection management issue, and recommend constructive improvements for an organization/industry.

Procedures: Each group should assume the stance of an outside consultant who has been called in to investigate the HR issue(s) of the particular organization/industry you selected. Your group should select articles, arrange for possible interviews, have media sources, annual reports etc... to explain the key international human resources issue(s) facing the organization and recommend viable solution (s) for that organization. *Your recommendations can not be generalized to the topic but must reflect the issues of the company you are studying.*

Group Formation: The class will be asked to form groups of no less than five (5) people and no more than seven (7) people. Please submit a list of all members in your group, with your full names and student numbers by the end of the first class. Also choose a name for your group, and indicate the group name on the sheet you submit at the end of the first class.

- *Group Role Play –*
Groups will be expected to construct a ‘living’ case from the information you found in your research. In other words you have to bring your research alive through the construction of ‘acts’, ‘vignettes’ and other theatrical-type devices that bring the key points of your research to the attention of the class. You may build your ‘theatre’ around the characters. It is likely that in most cases a character you might want to introduce is an HR/Business consultant. As with all masterpieces you might want to introduce your role play with a prologue. ‘Playing’ the case enables you to feel what it is like to be in it. Be creative!

Logistics:

1. *The role play will be approx. 15 minutes.*
2. *No PowerPoint presentations unless:*
 - *It is an introduction slide*
 - *Shows background scenery for your role play*
 - *Includes concluding comments*
3. *All group members must participate.*
4. *Any use of self-produced video or other videos will be limited to 2 minutes in duration.*

In cases where contributions of group members are in question, the instructor reserves the right to adjust the grade on the group role play accordingly for that person.

Group Research Paper

Your **group paper** should be 12 - 15 pages, excluding the bibliography (Arial or Times New Roman, 12 pitch, with 1" margins; double-spaced). Your paper will use the following chapter guidelines.

Part One: - Introduce the issue faced by the organization.

Part Two: Explain why the issue is of importance to the practice of human resources management within the organization you researched. Identify the major stakeholders within the organization and how they are affected.

Part Three – Recommendations - Provide your solution(s), tool(s), to resolve these problems. *This solution/tool will be innovative and one that you have developed yourself.*

There are multiple sources of information: the news/press, journals, managers and employees, your own experiences, academic and non-academic journals. You must include a bibliography of articles cited, using the APA style. Your paper will be judged on style (grammar, etc.) and content (the extent and quality of your research, analysis, and recommendations).

Mid-Term Examination: 30%

It is imperative that you attend the mid-term since there will be no other alternative dates to write a make-up exam. The mid-term exam is a closed-book exam covering materials

covered in class and information from class discussions. You will be advised of the format prior to the midterm date.

Final Examination: 30%

The final exam will be held during the formal examination period for the semester, in a room and location to be announced closer to the exam date. More details will follow as the semester progresses. The final exam is a closed-book exam covering materials covered in class and information from class discussions. The instructor will provide more details of the format.

In accordance with the University Policy, medical documentation will be required when an examination is missed, in order to defer the final exam. A Deferred Standing Agreement must be submitted to the School of Administrative Studies within one week of the missed exam. Students who miss the final exam may petition to write a deferred exam. Deferred exams are written during the final exam period of the next semester. No make-up dates will be offered during this term.

Material Required for All Examinations

Do not forget your student card with your photo. Because of the size of the class, it is absolutely essential to have the appropriate pictured ID or you will not be permitted to write the exam.

Special Accommodation for Examinations

For students with disabilities requiring special accommodation for writing of examinations, please make the necessary arrangements well (at least 2 weeks) in advance of the examination dates and bring the paperwork to me early in the course.

Medical Documentation:

If a midterm examination or other grading component is missed due to illness, appropriate documentation must be provided to the course director within two weeks of the missed work.

The **only** acceptable documentation that can be used to support an absence due to illness is an Attending Physician's Statement dated within two days of the missed examination. A soft copy of this form is available from the Registrar's website at: