

HRM 3470A: Recruitment, Selection, and Performance Appraisal of Personnel¹
York University Fall 2020

School of Human Resources Management • Faculty of Liberal Arts & Professional Studies

GENERAL INFORMATION

Professor:	Dr. Anja Krstic
E-mail:	TBA
Class Location:	Online
Course website:	Moodle.yorku.ca
Virtual Office Hours:	By appointment

COURSE INFORMATION

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.

The format of this course is best described as varied. Every week will require active participation. You are expected to contribute to the various activities through critical analysis of the concepts presented in the videos, cases, and readings. Valuable contribution includes diligent application of your skills and knowledge to the concepts being discussed; your relevant personal experiences are also thoughtful additions to peer interactions.

Prerequisites

AP/HRM 2600 3.0. Students are responsible to ensure that they have the required prerequisites. Enrollment and all matters pertaining to course registration should be taken directly to the School of HRM via email at lapsshrm@yorku.ca.

General Goals

Upon completion of this course, you should be able to:

1. Identify the appropriate recruiting methods for locating and attracting different types of candidates.
2. Explain the key steps in the selection process.
3. Evaluate the validity of various selection techniques and describe various performance appraisal methods.

¹ **Note:** Information contained in this course outline, including the course evaluation, is subject to change at any time before or over the course of the semester, and the instructor reserves the right to make such changes. Any such changes will be announced in class. It is the responsibility of each student to ensure that such communication is received and to adhere to these changes.

Course Values

To have a vibrant and constructive learning environment, we should adhere to a set of values. These expectations apply to everyone, including me.

- Respect: Care and respect for each other. Avoid putting others down.
- Openness: Be open to diverse perspectives. Be willing to learn and improve.
- Integrity: Take responsibility. Be fair and trustworthy.
- Professionalism: Have high standards and solid preparation. Be punctual and attentive.
- Passion: Actively engage and participate.

COURSE MATERIALS

Textbook: TBA

COURSE EVALUATION

<i>Assessment Methods</i>	<i>Percentage of Grade</i>
1. Unit Activities	15%
2. Participation	15%
3. Group Project	30%
4. Final Exam	40%
Total	100%

CLASS PROTOCOL

Academic Honesty and Integrity

The core principles of academic integrity – honesty, trust, fairness, respect and responsibility – should be in the forefront for all you do as a student, employee, and manager.

Please be reminded of York University’s policies with respect to academic integrity. Violations of academic integrity are considered to be very serious and will be investigated in accordance with policy. The policy can be found at: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Assignment Submission

Assignments and activities should be submitted via the course website. A Moodle site has been set up for this course. It can be accessed at <https://moodle.yorku.ca> using your passport York account.

It is important that your project is handed in on time. Failure to do so will result in a deduction of one full letter grade per day (i.e. an “A” assignment will become a “B” assignment). If there are extenuating circumstances that prevent you from getting your work done on schedule, you must notify me as soon as possible to make other arrangements. In these situations, I may require supporting documentation and will advise you on that as necessary.

Course Communications and E-Email Policy

I will reply to legitimate e-mail inquiries from students usually within 48 hours of their receipt (excepting weekends). If you do not receive a reply within this period, please resubmit your question(s) or approach me during or after class. I WILL ONLY REPLY TO E-MAILS FROM YORKU E-MAIL ACCOUNTS. Each e-mail message must include in the Subject line the course identifier and a concise and clear statement of purpose [e.g., HRM3470A: question about the group project]. **Please make sure you consult the course outline, other handouts, and the course website BEFORE submitting inquiries by e-mail.** Where a question cannot easily or briefly be answered with a reply e-mail, I will simply indicate to the student that s/he should make an appointment to see me. Keep in mind that last minute e-mails before a test or assignment may not receive a reply before the test or assignment is due, so please try to avoid these.