



Course Outline
AP/HRM3470A – Online Summer 2021

Recruitment, Selection and Performance Appraisal of Personnel

York University - School of Human Resource Management

Course Director: Ron Alexandrowich M.Ed. DHRP

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Class Time: This class is asynchronous. Weekly, I will be posting course slides with and without audio.

Q and A Time: These Q and A sessions will be held weekly from 10:00am to 11:00am on Wednesday via Zoom. Please check class Moodle site for the recurring link.

Office Hours: I do not have office hours. Please email me at ronalex@yorku.ca

COURSE DESCRIPTION

This course introduces 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:

Week of	Chapter	Topic
May 10	1	An Introduction to Recruitment and Selection
May 17	2	Foundations of Recruitment and Selection I: Reliability and Validity
May 24	3	Foundations of Recruitment and Selection II: Legal Issues
May 31	4	Job Analysis and Competency Models
June 7	5	Job Performance
June 14	Midterm Exam Ch 1-5 only	Midterm Exam Ch 1-5 only
June 21	Reading Week	Reading Week
June 28	6	Recruitment: The First Step in the Selection process
July 5	7	Selection I: Applicant Screening
July 12	8 Papers Due	Selection II: Testing and Other Assessments Papers due
July 19	9	Interviewing
July 26	10	Decision Making
Aug 2	Final Exam	Final Exam

EVALUATION

1. Online Discussion Posts: 20% (Contribution to 2 weekly online discussions.)
2. Individual Paper: 30% (Due July 12)
3. Midterm: 30% (Week of June 14 – details to follow)
4. Final: 20% (Week of Aug 2 – details to follow) _

On-line Discussions (20%):

You are expected to complete a series of online discussions. I will post one question each week. You are expected to answer the question posted, as well as provide one response

each week to another student's response. (**2 discussion posts per week**, yours and answering one other response – you can do more if you wish)

Please make your posts by the following Monday of each class.

You will be graded on the quality of your contributions to these discussion boards in helping to generate a common understanding of the principles covered in the course. These will be asynchronous discussions. This means that there is not a set time where everyone in the course will be online communicating at the same time. You can contribute to these discussions when your schedule permits. However, please do not wait until the end of the week to make your contributions. Post as soon as you can in order to generate meaningful discussions before the given week is up.

A grade will be assigned based on quality of contribution to each discussion post. You will be able to earn marks by engaging your peers, encouraging conversations, offering comments and suggestions, and sharing your thoughts. Marks can be taken away for inappropriate comments that do not show respect and civility. Individuals who do not participate in online activities should not expect to be rewarded in this dimension of performance.

Evaluation of discussion posts:

- **Cognitive Dimensions** logic, knowledge, and creativity (e.g., Did s/he focus on the significant aspects of the issue or problem?).
- **Expressive Elements** Clarity, fluency, and conciseness (e.g., Did s/he speak well?).
- **Affective ingredients** enthusiasm and interest (e.g., Did s/he attempt to respond to and co-operate with others during the discussion?).
- **Contributions of comments useful in the process of learning** valuable suggestions appropriate amplifications, constructive criticism and relevant observations (e.g., Did s/he make useful substantive contributions to the discussion)

Individual Paper: (30%)

You will research a current issue facing organizations, in Canada or elsewhere, related to recruitment and selection. You are to research an issue and come up with recommendations on how to manage that issue/problem.

A format suggestion only.

- An Introduction.
- Purpose of the study and Statement of the problem.
- Review and analysis of the situation and findings.
- Recommendations on how organizations can manage the issue.

Your **written paper** should be approx. 12 - 15 pages, excluding the list of references (Arial or Times New Roman, 12 pitch, with 1" margins: double-spaced).

There are multiple sources of information you may use: 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). A rubric will be supplied.

Mid-term Exam (30%)

The format and exact date will be determined and posted. It is imperative 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 take home open-book exam covering materials covered in class.

Final Exam (20%):

The format and date will be determined and posted. The final exam will be cumulative. The final exam is a take home open-book exam. This exam will take place the last week of class.

STANDARDS OF PERFORMANCE

Examination and Contribution

Examination results and contributions will determine the student's grade. It is expected that the student will write the midterm and final examinations on the scheduled day, time, and in the scheduled location. In the case of illness (accompanied by a doctor's note) or extenuating circumstances students should notify the instructor immediately. There will be no make-up exams.

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