SCHOOL OF HUMAN RESOURCE MANAGEMENT
FACULTY OF LIBERAL AND PROFESSIONAL STUDIES
YORK UNIVERSITY

Course Name: Recruitment, Selection and Performance Appraisal
Course Number: HRM 3470, Section A
Term: SU 2023
Instructor: Ping Peng
Email: ppeng@yorku.ca
Course Location: SLH E (to be confirmed)
Class Format: In Class Lecture
Office Time: By Appointment
Course Date and Time: May 8, 2023 to August 14, 2023
Mondays, 7:00 pm to 10:00 pm

Course Description:

Recruitment and Selection are essential components of strategic human resources planning. This course introduces the issues and procedures used in recruitment and selection that meet scientific, professional, and Canadian legal standards. Topics covered include key elements and context of recruitment and selection, measurement issues, and methods and procedures of selection such as 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 procedures.

Learning Objectives:

1. Identifying appropriate recruiting methods for locating and attracting candidates
2. Understanding key steps in the selection process and to evaluate the validity of various selection techniques
 3. Understanding the role and activities in facilitating the steps required for recruitment and selection
4. Understanding legislative requirements in recruitment and selection in alignment with Canadian federal and provincial legislation.
5. Conducting a job analysis for identifying the key knowledge, skill, ability and other requirements ("KSAOs") for a job, and write a job description and specification reflecting KSAOs.
6. Building a recruitment plan for the target job and identifying assessment tools that effectively measure the KSAO requirements for the job.
7. Developing a structured employment interview and interview scoring system.
8. Understanding the steps required for an effective performance evaluation system.

Additional Requirements/Prerequisites:

AP/HRM 2600 3.00. AP/HRM 100 for BHRM, HRM Minor and HRM Certificate Students. Prior TO FAL 2020: AP/HRM 2600 3.00

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.

Textbook Required:

Catano, V. M., Wiesner, W. H., & Hackett, R. D. *Recruitment and selection in Canada* (8th ed.). Nelson Education Ltd.

Digital text link will be provided in the course website.

Course Organization

Date	Topic	Chapter
Week 1 May 8	Introduction and Course Overview An Introduction to Recruitment and Selection	 1
Week 2 May 15	Foundations of Recruitment and Selection I: Reliability and Validity	2
Week 3 May 22	Foundations of Recruitment and Selection II: Legal Issues	3
Week 4 May 29	Break for the 2023 Congress of the Humanities and Social Sciences	**No Class May 27 – June 2**
Week 5 June 5	Job Analysis and Competency Models	4
Week 6 June 12	Job Performance Midterm Exam Review	5
Week 7 June 19	Mid-term Examination Chapters one to five	**Format to be confirmed**
Week 8 June 26	Recruitment: The First Step in the Selection Process	6
Week 9 July 3	**Canada Day – Saturday July 1. Observed Monday July 3**	**University closed on July 3**

Week 10 July 10	Selection I: Applicant Screening	**7**
Week 11 July 17	Selection II: Testing and Other Assessments	**8**
Week 12 July 24	Selection III: Interviewing	**9**
Week 13 July 31	Selection III: Interviewing (Discussions & Exercise) Making Selection Decisions Final Exam Review	**10**
Week14 Aug 7	Civic Holiday University Closes	**No Class**
Week 15 Aug 14	Final Exam	**Format to be confirmed**

Weighting of Course

Attendance/participation **15%** (More details will be discussed in class)

      a. 5% - for Regular class attendance and contribution to class discussions

      b. 10% - In class group activities will be assigned throughout the semester. Assignments will be completed and submitted in class.

Individual Assignment **15%**

Students will be required to choose and study one topic from a list of topics provided that are related to Recruitment and Selection and write a report on the topic of your choice.

The purpose of this assignment is to provide students an opportunity to study a real-life case related to Recruitment and Selection.

Report will be due at end of the semester. Specific guidelines will be provided in the first class.

Mid-term Examination **30%**

The mid-term examination will cover Chapters 1-5 and it will be held on June 19, 2023, virtually via E-Class. It will be a closed book examination consisting of a combination of multiple choice and essay/short-answer questions based on course content and class discussions. More details to follow closer to the examination date. Note that there will be no other alternative dates to write a make-up exam.

Final Examination	**40%**	The final examination will be closed book, most likely covering course materials after the mid term exam (chapters 6 to 10), consisting of a combination of multiple choice and essay/short-answer questions based on course content and class discussion (however, may be changed). More details to follow closer to the end of the term.
Total	100%	

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

Additional Information/Notes:

Note that all exams will cover text materials, lecture notes, and class discussions as well as supplement reading materials posted on the course website.

*There will be **no other alternative dates to write a make-up exam for the mid-term,** so please make every effort to write the mid-term on the assigned date.*

You must also **bring your student card with your photo** to all exams. It is absolutely essential to have the appropriate photo I.D. to write the exam.

If you cannot write your final exam on the required date, you will be asked to defer. You will be required to provide medical documentation in order to defer the final exam. A Deferred Standing Agreement must be submitted to the School of Human Resources Management within one week of the missed exam.
*The deferred Exam will be **cumulative** and will include **all** subjects/topics of the textbook. Deferred exams are not necessarily in the same format as the exam written by your section of the course. The format for deferred exams is not released in advance and is closed book.*

Link to Important Dates Summer 2023

Link to Add/Drop Deadline information

Accommodation:
Students requiring accommodation should notify as early as possible. The York University Office for Counselling and Disability Services. Information can be found at:

http://ds.info.yorku.ca/

York University is committed to making reasonable accommodations and adaptations in order to make equitable the educational experience of students with special needs and to promote their full integration into the campus community. Please inform your Instructor as soon as possible should you require special accommodations.
Students should review information regarding, Access/Disability, Religious Observance Accommodation, and Student Conduct in Academic Situations provided by the following link:

http://secretariat-policies.info.yorku.ca/

Students must adhere to the Senate Policy on Academic Honesty. Please see:

http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policyon/

Any academic misconduct is a serious issue with potential consequences ranging from failure in the course to dismissal from the university. In order to ensure that you write and submit high integrity papers, please see the SPARK Academic Integrity module at:

http://www.yorku.ca/spark/academic_integrity/index.html

Please note that in this course, all work should be completed by you and you alone. As such, you are not allowed to use generative artificial intelligence (AI), such as ChatGPT, to help you complete any of your work in this course (e.g., tests, papers, assignments, presentations, essay outlines, presentation scripts, etc.). If you do not know whether an online resource or tool can be used in this course, please contact me for guidance. Any use of generative AI in this course will be considered a breach of the Senate Policy on Academic Honesty. For more information, please review AI Technology & Academic Integrity: Information for Students.