

**Course Outline: 3470 Section N
Online**

Winter 2025

Recruitment, Selection and Performance Appraisal of Personnel

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Course Description:

This course provides an introduction to the current issues and procedures that are used in recruitment, selection and appraisal of employees in Canadian organizations. We will be reviewing such topics as Canadian legal standards, the utility of scientific approaches to selection, and the steps involved in developing and validating a selection system.

Required Text:

V.M. Catano, W.H. Wiesner, R.D. Hackett, L.L. Methot, Recruitment and Selection in Canada, Eighth Edition.
Any recent edition is ok.

Evaluation:

1. Test: will cover Chapters 1-10 and lectures. 30%
2. Selection System Project Part One: Intro and Job analysis (30% via Turnitin link on our course Moodle site). This is a group project.
3. Selection System Project Part Two: (40% via Turnitin link on our course Moodle site).
Continued from SSP1.

Both parts of the selection system project will be discussed in more detail in lecture and we will discuss it in more length in class in the first few weeks. Each of the lectures will serve as a section in your project such that:

Section 1: Intro and description of the position for which you are developing a selection system (more about this in the lecture).

Section 2: Job analysis. What job analysis method did you choose and why? Present the results including the KSAOs that flowed from the job analysis.

Section 3: Performance appraisal. Develop a performance appraisal tool based on the information obtained in your job analysis. Explain the rationale of your choice of KSAOs as well as their weighting. Explain the rationale for the type of performance appraisal you chose.

Section 4: Recruitment. Based on what you now know about this job and organization, how would you recruit? Explain.

Section 5: Screening. Based on what you now know about this job and organization, how would you screen applicants? Why? Explain.

Section 6: Testing. What tests will you choose to select the appropriate candidates for this position, if any? Explain the rationale for your choices.

Section 7: Interviewing. Will you use an interview to select candidates? Why or why not? Even if your rationale is not to develop an interview, I want you to develop the interview and include it in this chapter.

Section 8: Decision Making: How will you make a final decision about candidates? Which approach will you use? Rationalize your approach.

Course Schedule:

Date	Topic	Reading Assignment	Note
January 8	Introduction	Ch. 1	
January 15	Reliability, Validity, & Measurement	Ch. 2	
January 22	Legal Issues	Ch. 3	
January 29	Job Analysis	Ch. 4	
February 5	Job Analysis	Ch. 4	
February 12	Job Performance	Ch. 5	SSP1 Due
February 19	Break		
February 26	Recruitment & Screening	Ch. 6 & 7	
March 5	Testing	Ch. 8	
March 12	Interviewing and Decision-making	Ch.9 and 10	
March 19	TEST	Chapters 1-10	TEST
March 26	SSP Presentations		SSP2 Due
April 2	SSP Presentations		

Course Policies

Please review the course policies in this section. All students are expected to familiarize themselves with the following information:

- [Student Rights & Responsibilities](#)
- [Academic Accommodation for Students with Disabilities](#)

Academic Integrity

Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable on-campus resources that support your coursework and academic honesty. To better understand the serious consequences of breaching academic honesty policies, familiarize yourself with the *Senate Policy on Academic Conduct*. You can learn more about upholding academic integrity in your courses by exploring [Guiding Principles for LA&PS](#) and [Academic Integrity for Students](#).

Generative Artificial Intelligence (GenAI)

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created (in whole or part) through the use of generative AI tools will be considered a violation of York University's *Senate Policy on Academic Conduct*. Using AI apps such as ChatGPT, GPT-3, DALL-E, translation software among others to complete academic work **without your instructor's knowledge or permission**, is considered to be a breach of academic honesty. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

If you're not sure whether using an AI app for your academic work is acceptable, it is recommended that you:

- Carefully review the guidelines for your assessments
- Check for any messages from your instructor on eClass
- Ask your instructor or TA if they are permitting the use of these tools

Turnitin

To promote academic integrity in this course, students will normally be required to submit their written assignments to Turnitin (via the course's eClass site) for a review of textual similarities and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin service are described on the Turnitin.com website. York students may opt out of using Turnitin. If you wish to opt out, you should contact your instructor as soon as possible.

Accessibility

York University is committed to creating a learning environment which provides equal opportunity to all members of its community. If you anticipate or experience any barriers to learning in this course, please discuss your concerns with your instructor as early as possible. For students with disabilities, contact [Student Accessibility Services](#) to coordinate academic accommodations and services. Accommodations will be communicated to Course Directors through a Letter of Accommodation (LOA). Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

Religious Observance Accommodation

York University is committed to respecting the religious beliefs and practices of all members of the community and making reasonable and appropriate accommodations to adherents for observances of special significance. Should any of the dates specified in this syllabus for course examinations, tests, or deadlines conflict with a date of religious significance, please contact the instructor within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a Religious Accommodation for Examination Form at least three (3) weeks before the start of the exam period.

Intellectual Property

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's Code of Student Rights and Responsibilities, the Senate Policy on Academic Conduct, and/or legal consequences for copyright violations.

Student Support and Resources

York University offers a wide range of student supports resources and services, including everything from writing workshops and peer mentorship to wellness support and career guidance. Explore the links below to access these on-campus resources:

- [Academic Advising](#) is available to provide students support and guidance in making academic decisions and goals.
- [Student Accessibility Services](#) are available for support and accessibility accommodation when required.

- [Student Counselling, Health & Wellbeing](#) offers workshops, resources, and counselling to support your academic success.
- [Peer-Assisted Study Sessions \(PASS\) Program](#) provides student study sessions for students to collaborate and enhance their understanding of course content in certain courses.
- [Student Numeracy Assistance Centre at Keele \(SNACK\)](#) supports students in courses involving math, stats, and Excel.
- [The Writing Centre](#) provides multiple avenues of writing-based support including drop-in sessions, one-to-one appointments, a Multilingual Studio, and an Accessibility Specialist.
- [Centre for Indigenous Student Services](#) offers a community space with academic, spiritual, cultural, and physical support, including writing and learning skills programs.
- [ESL Open Learning Centre \(OLC\)](#) supports students with building proficiency in reading, writing, and speaking English.
- [Learning Skills Services](#) provides tips for time management, effective study and learning habits, keeping up with coursework, and other learning-related supports.
- [Learning Commons](#) provides links to supports for time management, writing, study skills, preparing for exams, and other learning-related resources.
- [Roadmap to Student Success](#) provides students with timely and targeted resources to help them achieve academic, personal, and professional success.
- [Office of Student Community Relations \(OSCR\)](#) is responsible for administering the *Code of Student Rights & Responsibilities* and provides critical incident support.
- [Peer Mentorship](#) helps students transition through their first year by connecting them with upper-year students. The mentors can help find supports and resources. They also lead a community hub on campus.
- [goSAFE](#) is staffed by York students and can accompany York community members to and from any on-campus location, such as the Village Shuttle pick-up hub, parking lots, bus stops, or residences.

For a full list of academic, wellness, and campus resources visit [Student Support & Resources](#).