

COMM 433: Recruitment, Selection and Retention

Winter (January - April), 2016

Instructor Information

| Instructor | Email | Phone | Office Hours |
|-----------------|----------------|--------------|----------------|
| Muhammad Rahman | Rahman@unbc.ca | 250-552-3931 | By appointment |

General Information

Course Description

This course develops the knowledge and skills to recruit and select employees who will contribute to the success of an organization. The concepts and techniques of recruitment, selection, orientation and deployment are examined from legal, ethical, cultural, and strategic perspectives.

My Objective as a Facilitator of Your Learning

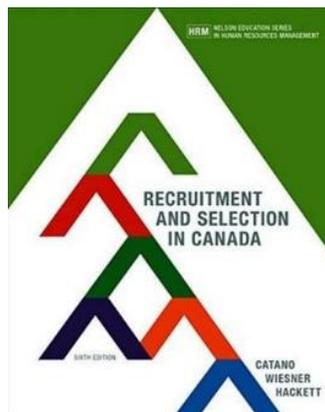
My objective is to provide you with practical knowledge that you can use in your career. To facilitate your learning, I will use the book, my experience and also draw from your experience to enhance learning. I want you to think outside the box.

Course Materials

Required Text Book

Recruitment and Selection in Canada, Sixth Edition.

By: Catano, Wiesner, Hackett





General Information

- For Academic Policies and Procedures, please refer to the UNBC Calendar
- Your attendance is expected for all classes. It will be quite difficult to catch up if you miss one class
- It is your responsibility to check Blackboard regularly for any notices, reading assignments and other information related to the course
- Late assignments will be assessed 10% penalty for each day that the assignment is late. No assignments will be accepted after graded assignments have been returned
- Please remember not to send me e-mails from within BlackBoard. Use the e-mail address provided on the first page of this outline
- If there are students in this course who, because of a disability, may have a need for special academic accommodations, please come and discuss this with me, or contact Access Resource Center located in the Teaching and Learning Centre, Room 10-1048

Assignments and Grading

| Components | Due Date | Weight |
|--|--|-------------|
| Group Exercise | February 16 | 5% |
| Group Assignment (Paper: 15%, Presentation: 5%, Peer Evaluation 5%) | Paper: March 29 Present and Peer Evaluation: April 05 | 25% |
| Individual portion of Group Assignment | March 01 | 15% |
| Midterm | February 23 | 20% |
| Active Participation (10 classes @ 1.5 mark each) If you are not in class: 0 If you are in class but no participation: Maximum 25% If you are in class and participate: 100% of assigned mark | | 15% |
| Final | TBD | 20% |
| Total | | 100% |



Topics We Will Cover

| Topics | Date |
|---|-----------------|
| Introduction | January 05 |
| Chapter One: An Introduction to Recruitment and Selection | (Participation) |
| Chapter Two: Foundations of Recruitment and Selection: Reliability and Validity | January 12 |
| Group Formation | (Participation) |
| Chapter Three: Foundations of Recruitment and Selection: Legal Issues | January 19 |
| Group Assignment Discussion | (Participation) |
| Chapter Four: Job Analysis and Competency Models | January 26 |
| | (Participation) |
| Chapter Five: Recruitment, Selection, and Job Performance | February 02 |
| Email: Job that you want to analyze | (Participation) |
| Job Analysis Exercise - Group | February 16 |
| Midterm | February 23 |
| Chapter Six: Recruitment: The First Step in the Selection Process | March 01 |
| Individual Assignment: Job Analysis Exercise - Paper Due | (Participation) |
| Chapter Seven: Selection: Applicant Screening | March 08 |
| | (Participation) |
| Chapter Eight: Selection: Testing and Other Assessments | March 15 |
| | (Participation) |
| Chapter Nine: Selection: Interviewing | March 22 |
| | (Participation) |
| Chapter Ten: Decision Making | March 29 |
| Final Discussion | (Participation) |
| Group Presentation | April 05 |
| Final - Apr 13, 2016 - Apr 23, 2016 | |



Presentation Slides

- I will put the slides after the class is over
- Slides are dynamic and I change them during the lecture
- Some of the slides also reflect in class discussion

Midterm and Final Exam

Exams will be closed book and you will not be allowed to bring any course materials into the exam with you. Exams will not be re-scheduled.

I will only test you on the materials we cover in class and on the slides. Both will be out of 50 marks. There may also be bonus mark questions. Format of the exam will be:

15 Multiple Choice

15 True False

20 Short Answer

Group/Individual Assignment

Throughout the semester you will work on one group project. However, there will be an individual component to it as well. Information about the assignment will be discussed in the class. Assignment will have two components:

1. Group Exercise: **February 16 (5%)**
2. Individual Paper from Group Exercise: **March 01 (2 -3 pages briefing note) (15%)**
3. Group Paper: **March 29 (5 - 7 pages briefing note) (15%)**

Please: Email me a job that you want to analyze by **February 02, 2015**

Group Presentations

You may select your own groups and the groups must consist of 3 to 4 students. Groups will present on April 05, 2016. The order will be randomly selected. It is imperative that all group members are present and participate in their presentation.

Classroom Expectations

Attendance - It is imperative that you attend each class. Attendance will be taken each class.

Preparation - You must complete the assigned reading prior to the class.

Participation - You are expected to participate in class. This provides you with an opportunity to develop skills in presenting your point of view, in listening to the views of others, and in helping others learn and therefore learn from them. This will represent 15% of your mark.



Due Dates/Late Assignments

All assignments are due at the beginning of class. No assignments are accepted after the due date.

Paper/Briefing Note Format

- Adherence to all academic standards and forms is expected. Of particular note are the use of the third person in all assignments; the proper citation of sources; inclusion of bibliographies; and the use of proper spelling and grammar.
- All submissions are to use 12-point font, double-spaced.
- Page numbers are required - their use greatly assists in quickly determining missing pages.

Peer Evaluation

- You will evaluate your peers based on their performance in your learning for the group project. We will discuss this further in class.

Email Format

- Please use the following format to email me:
 - COMM 433: First Name Last Name - About
 - Example: COMM 433: Muhammad Rahman - Job Analysis Topic
 - Example: COMM 433: Muhammad Rahman - Meeting request over coffee

Bonus Marks

- Depending on your work and performance, I “may” offer bonus marks. It is entirely up to my discretion based on what I observe in class regarding your performance. This is not an entitlement.

Grading

Grading System see website

www.unbc.ca/calendar/undergraduate/general/regulations.html

| | | | |
|-----------|----|---|---------|
| Excellent | A+ | = | 90-100 |
| | A | = | 85-89.9 |
| | A- | = | 80-84.9 |
| Good | B+ | = | 77-79.9 |
| | B | = | 73-76.9 |
| | B- | = | 70-72.9 |



| | | | |
|--------------|----|---|---------|
| Satisfactory | C+ | = | 67-69.9 |
| | C | = | 63-66.9 |
| Marginal | C- | = | 60-62.9 |
| | D+ | = | 57-59.9 |
| | D | = | 53-56.9 |
| | D- | = | 50-52.9 |
| Failure: | F | = | 0-49.9 |

Plagiarism and Academic Misconduct

It is the student's responsibility to be aware of UNBC's Academic regulations, policies and procedures as described in the University calendar.

A definition of academic misconduct includes:

Cheating (using unauthorized material, information, or study aids in academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, assisting others in any act, submission of the same work for grades in two courses without permission of the instructor or attempts to engage in such acts.

The regulations on plagiarism apply to all material submitted for a grade: essays, exams, assignments, cases, presentations, quizzes, and practice sets. Any case of suspected academic misconduct will be reported to the campus registrar. If the student is found guilty of academic misconduct there are both grade penalties and disciplinary penalties. Before there is any intention (on your part) or suspicion (on the part of your instructor or your peers) of wrongdoing, please see the instructor to discuss any problems of this nature. If your paper closely resembles a paper from this class or any other class (either written by you or another student, in this semester or any other), this will be considered an infraction of the academic misconduct code.

Respect

Please demonstrate respect to your fellow students who express their thoughts and explore new ideas in the course.

Ethical Standards

The following behaviors are considered unethical:

1. Telling the instructor that you "need" a certain grade
2. Asking for extra assignments for the purpose of raising a grade



3. Asking that the grade be raised because it is very close to the next higher grade
4. Asking that the grade be raised because you did very well on one part of the course or grading scheme
5. Asking for a higher grade because you don't like the grading scheme
6. Asking to be allowed to turn in an assignment late - even a few minutes late - because of computer or printer problems or any other reason
7. Asking to be treated better than other students by making an exception to the rules
8. Asking for any other unfair advantage in grading

Access Resource Center

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please feel free to meet with the instructor to review your specific needs or contact the Access Resources Centre located in the Teaching and Learning Centre, Main Floor West Block Room 10-1048 Tel 250-960-5682 or via email arc@unbc.ca For more information, please visit their website www.unbc.ca/arc

Academic Advising

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: advising@unbc.ca or via phone at 250-960-6494.

Academic Success Center

For tutoring online or in person; download handouts on writing, math, and referencing; receive study assistance; and much more, please see the Learning Skills Centre. Their website is www.unbc.ca/asc

The Learning Skills Centre is committed to supporting and enhancing student learning and to providing the skills students will need to become life-long learners. Through collaborative partnerships, we offer services and resources that empower students to take responsibility for their own learning. Our students' success is our ultimate measure of accomplishment.

This site provides you with access to:

- Free online tutoring
- Downloadable handouts for writing, study skills, math, and presentation skills
- Access to self-assessment sites for learning styles, grammar, math, etc.
- Information about face-to-face tutoring and how to book an appointment
- Special programs and workshops offered through the Centre



For more information, please contact the Academic Success Centre located in the Teaching and Learning Building, Room 10-2584 or via Tel 250-960-6367 Fax 250-960-5425 or via email asc@unbc.ca. Their website is www.unbc.ca/asc