

Recruitment, Selection & Retention MGT 612

INSTRUCTOR: Bruce Whittington
INTERNET: HRM - Blackboard
TELEPHONE: 623-5144 (wk)
EMAIL: bwhittin@haysmed.com
CLASS TIME: Mar 15 – May 7

REQUIRED TEXTBOOK

**Staffing Organizations, Fourth Edition, by Heneman and Judge; 2003, McGraw Hill/ Irwin.
ISBN# 0-07-248259-1**

1. Course description: This course introduces the student to the basic principles and techniques of staffing the workplace. Students will be introduced to basic and intermediate level theories and strategies utilized in staffing, planning, recruiting and selection. Topics covered include job analysis, recruitment, selection, and performance assessment.

2. Incoming competency of student expected by the instructor: Successful completion of qualifying degree and proficient verbal and written communication skills.

3. Course statement of objectives:

- a. Demonstrate in written form their ability to research, analyze, and integrate theories and strategies in staffing and selection with the needs of contemporary organizations
- b. Learn the basic terminology, principles and practices in three major staffing areas: human resource planning, recruiting, and selection (which includes placement)
- c. Demonstrate basic understanding of how these staffing areas influence each other. Students should also develop a basic comprehension of which staffing techniques are most appropriate in relatively simple fact situations.
- d. Gain insight to the way in which staffing principles and practices interrelate with other human resources management areas

4. Academic Integrity Policies: The course will be conducted in accordance with FHSU's academic policies. Students are expected to adhere to the University's policy on academic integrity as stated in the University Catalog (pg 61), Student Handbook and other University documents. Any academic dishonesty may result in dismissal from the course. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citation, misrepresentation of attendance, and misrepresentation of work not your own. Although you are encouraged to exchange ideas about concepts, problems and group projects, you may not paraphrase, use or otherwise appropriate someone else's work.

Special Learning Conditions/Accommodations:

Fort Hays State University, in accordance with The Americans With Disabilities Act, provides assistance and resources for student with disabilities. The Coordinator of Services for Students with Disabilities (SSD) is located in the Student Affairs Office, Sheridan Hall 208 (628-4276).

5. Schedule of course work: Students are expected to have read, and be prepared to discuss, the textbook chapters listed for each week – including week one. These readings are the basis of the lectures and in-class exercises. Homework assignments also include preparation for open forum response to discussion questions located at the end of the assigned chapters. Failure to be prepared could result in loss of 10% of final grade. Failure to take exams and/or to turn in papers/ assignments on time can also result in reduction of grade.

8 Week Schedule

Week 1 Introduction/Class Reading

- Review of course syllabus, class requirements and grading
- Discussions of oral presentation and term paper
- Chapter 1 – Staffing Models and Strategy (Course Objectives b, c & d)
- Chapter 2 – Legal Compliance (Course Objectives b & d)

Week 2 Class Reading

- Chapter 3 – Planning (Course Objectives b & d)
- Chapter 4 – Job Analysis

Week 3 Class Reading/Term Paper Topic

- Term paper topic due
- Chapter 5 – External Recruitment
- Chapter 6 – Internal Recruitment

Week 4 Class Reading/Outline Due

- Term paper outline due
- Chapter 7 – Measurement
- Chapter 8 – External Selection I (Course Objective c)

Week 5 Mid-Term Exam

- Review
- Mid-term exam Chapters 1 – 8 (2 hour limit)
- Term paper draft/ discussion (optional)

Week 6 Class Reading

- Chapter 9 – External Selection II (Course Objective c)
- Chapter 10 – Internal Selection (Course Objective c)
- Chapter 11 – Decision Making (Course Objective c)

Week 7 Class Reading/Presentations/Term Paper Due

- Written term paper due. (Course Objective a)
- Chapter 12 – Final Match
- Chapter 13 – Staffing Management
- Presentations

Week 8 Class Reading/Presentations

- Chapter 14 – Retention Management (Course Objective b, c & d)
- Presentations
- Final Exam Chapters 9 – 14 (2 hour limit)

16 Week Schedule

Week 1 Introduction/Class Reading

- Review of course syllabus, class requirements and grading
- Discussions of oral presentation and term paper
- Chapter 1 – Staffing Models and Strategy (Course Objectives b, c & d)

Week 2 Class Reading

- Chapter 2 – Legal Compliance (Course Objectives b & d)

Week 3 Class Reading

- Chapter 3 – Planning (Course Objectives b & d)

Week 4 Class Reading

- Chapter 4 – Job Analysis

Week 5 Class Reading/Term Paper Topic

- Term paper topic due
- Chapter 5 – External Recruitment

Week 6 Class Reading

- Chapter 6 – Internal Recruitment

Week 7 Class Reading/Outline Due

- Term paper outline due
- Chapter 7 – Measurement

Week 8 Class Reading

- Chapter 8 – External Selection I (Course Objective c)

Week 9 Mid-Term Exam

- Review
- Mid-term exam Chapters 1 – 8 (2 hour limit)

Week 10 Class Reading

- Term paper draft/ discussion (optional)
- Chapter 9 – External Selection II (Course Objective c)

Week 11 Class Reading

- Chapter 10 – Internal Selection (Course Objective c)

Week 12 Class Reading

- Chapter 11 – Decision Making (Course Objective c)

Week 13 Class Reading/Presentations/Term Paper Due

- Written term paper due. (Course Objective a)
- Chapter 12 – Final Match

Week 14 Reading/Presentations

- Chapter 13 – Staffing Management
- Presentations

Week 15 Class Reading/Presentations

- Chapter 14 – Retention Management (Course Objective b, c & d)
- Presentations

Week 16 Final Exam

- Final Exam Chapters 9 – 14 (2 hour limit)

6. Course Requirements:

Paper Outline 5%

Literature Review/Case Study 10%

Term Paper (10-15 pages) 25%
Presentation (8-10 minutes) 15%
Mid-Term Exam 25%
Final Exam 20%

7. Literature Review/Case Study: Students are required to prepare additional materials throughout the course to integrate information recently published in this field. The students may be required to find and analyze material independently, or may be directed by the instructor to specific articles or case studies available through the library resources or the Internet.

8. Research Requirements: The term paper will require literature review to obtain data for analysis and discussion. Paper topic will concentrate on issues in staffing and selection. Topic must be approved by the third week of class. Webster/APA Style method required. Research requirement includes the term paper outline. The outline requirement enhances student writing skills through focus and organization of material. Copies of all materials used must be attached to final paper.

Evaluation of all written work, including all essay questions on examinations or graded work will be weighted as follows:

1. Content 50% Substance and coverage of subject matter
 - Accuracy of content
 - Depth of content
2. Readability 25% Clarity of ideas and transition between ideas
 - Mechanics: grammar, spelling and punctuation
 - Unfolding
 - a. Relates facts and impressions
 - b. Clarifies and develops clear thoughts
 - c. Shares pertinent/relevant information
 - Interesting/enjoyable to read
3. Structure 15% Building blocks of composition
 - Logical sequence of presentation
 - Appropriate word choice
 - Sentence and paragraphs
 - Introduction, body and conclusion
4. Format 10% General Style
 - Compliance with APA and Webster University
 - Style and composition guidelines
 - Arrangement of the document

9. Presentation: A presentation of the research conducted for preparation for the term paper is required.

Grading of Presentations

1. Content 50% Substance and coverage of subject matter
 - Accuracy and depth
 - Clear introduction of central idea
 - Discussion develops major aspects of the central idea
 - Targets audience as appropriate
2. Method 25% Building blocks of presentation

- Logical sequence of ideas
 - Appropriate, exact and vivid word choice
 - Discussion is coherent
3. Communication 15% Mechanics
- Presented clearly
4. Supports 10% (If no supports used, no points given)
- Uses appropriately
 - Slides are attractive, clear, readable and correct

10. Grade Distribution for this course is as follows:

A	90-100%
B	80-89.99
C	70-79.99
D	60-69.99
U	Below 60

Note: The syllabus is for planning purposes and may be changed to suit the needs of the class, participants or goals of the course.