

MOS 3384B 001

Personnel Recruitment & Selection

Course Outline

Winter 2011

Instructor: Karen MacMillan
Office: SSC 2232
Office Hours: Tues. before class 6:00 – 7:00
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(put #3384 in the subject line)

CLASS DAY, TIME & LOCATION

Tuesday 7:00 – 10:00 p.m. SSC 3102

COURSE DESCRIPTION

This course is an introduction to the theory and methods of employee recruitment and selection. It will provide a framework for engaging in these activities in a way that is thoughtful, critical and informed by the best available evidence in the management and industrial/organizational psychology literatures.

Our goals will be to explore the theory, build knowledge on the required tools, and practice the required skills for professional level practice. The emphasis will be on valid selection procedures. Other key topics include reliability/validity, job analysis, recruitment processes, and legal and ethical issues.

3 lecture hours, 0.5 course

PREREQUISITE

Enrolment in 3rd or 4th year of BMOS program.

REQUIRED TEXT

Catano, V. M., Wiesner, W. H., Hackett, R. D., & Methot, L. L. (2010) Recruitment and Selection in Canada (4th edition). Toronto, ON: Nelson

ADDITIONAL MATERIALS

Supplementary readings and materials, as required, may be distributed in class.

EVALUATION

Evaluation will be based on a midterm test, a paper, and a final exam. Mark allocation will be as follows:

1. Midterm Test – February 15 in class 35%
2. Paper – Hard copy due March 22 in class 30%
3. Final Exam – date and location TBD 35%

Both the midterm test and the final exam will be closed-book, and a combination of multiple-choice and short-answer questions. No electronic devices or other aids will be allowed at the exams. Latecomers may not be admitted. Reweighting of the test, paper, and exam is not allowed.

A hard copy of the required paper is to be handed in **during class** on March 22. It will be a maximum of 2000 words, exclusive of attachments. Students are asked to develop and/or critique a recruitment and selection system for a particular position. Six sections are required: (1) Position Analysis (2) Recruitment Process (3) Screening Steps (4) Testing Procedure (5) Interview Format (6) Conclusion. More details will be provided in class. Late papers will be assigned a 10% penalty per day, starting at one minute after the end of class on March 22.

If you are unable to meet your academic responsibilities, please notify me via email, and follow the UWO procedures as outlined in the General Information section of this document.

SCHEDULE*

<u>Date</u>	<u>Topic/Deliverable</u>	<u>Readings</u>
Jan. 4	Introduction	Chapter 1
Jan. 11	Measurement, Validity, Reliability	Chapter 2
Jan. 18	Job Analysis and Competencies	Chapter 4
Jan. 25	Job Performance	Chapter 5
Feb. 1	Legal Issues	Chapter 3
Feb. 8	Recruitment	Chapter 6
Feb. 15	Midterm Test	(Chapters 1 to 6, plus class notes)
Feb. 22	READING WEEK – NO CLASS	
March 1	Selection 1: Screening	Chapter 7
March 8	Selection 2: Testing	Chapter 8
March 15	Selection 3: Interviewing	Chapter 9
	Paper due March 22 in class	
March 22	Selection Overview and Retention Issues	
March 29	Decision Making	Chapter 10
April 5	Summary/Integration	
	Final Exam – TBD	(Chapters 1-10, class notes)

*The schedule may be adjusted as per our progression with the topics. Any changes will be announced in class.

EXPECTATIONS

I commit to trying to make this course an enjoyable and valuable experience. I will come to each session prepared to offer you material that I consider relevant. Although I respect your current level of knowledge, skills, and abilities, my aim is to help you add to this base in order to increase your future success in business or academia. If you would like to discuss a course-related issue, please notify me either in person or via email.

You are also expected to be engaged in the entire learning process. This means completing the readings before class, listening to others during class, and contributing to discussions in a positive way. Collective reasoning and discovery are important for successful learning in this course.

Using your computer during class for personal activities such as reading/writing email, surfing the Web, playing games, etc. is distracting, counterproductive and violates our norms.

Plagiarism is when you represent another person's ideas as your own. It is a serious academic offence. Whenever you take an idea or words from another person or entity, you must acknowledge it by appropriately citing your source(s). This University uses software to check for plagiarism. You might be required to submit your written work in electronic form for plagiarism checking. Please review the university policy about plagiarism and other scholastic offenses in the Academic Handbook (issued 2008 09) at: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf.

ACADEMIC OFFENSES

Scholastic offenses are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following web site: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Please note all of the following material is taken directly from UWO's Academic and Scholarship Policy. More information is available online at <http://www.uwo.ca/univsec/handbook>.

GENERAL INFORMATION

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Social Science Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation. Submit your documentation to the Social Science Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Social Science Academic Counseling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Social Science Academic Counseling Office and your instructor with supporting documentation.
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Social Science Academic Counseling Office for approval without delay.

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Social Science Academic Counseling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counseling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Social Science Academic Counselors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

1. **Personal Illness:** If you consulted Student Health Services regarding your illness or personal problem, you should complete a Records Release Form at the time of your visit allowing them to notify Social Science Academic Counseling Office. Once your documentation has been assessed, the academic counselor will inform your instructor that academic accommodation is warranted.
2. If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
3. **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
4. **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
5. **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counselor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense and you will be subject to academic sanctions.

ACADEMIC CONCERNS

1. You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
2. You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
3. If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counselor.
4. If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counseling Office in your home faculty for instructions.