

**THE UNIVERSITY OF WESTERN ONTARIO**  
**Faculty of Social Science**  
**Bachelor of Management and Organizational Studies Program**  
**MOS 3384b (001)**  
**Personnel Recruitment and Selection**  
**Course Outline: January – April, 2012**

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<b>FACULTY:</b>	Instructor:	Cristin A. Keller, BSBA, MBA, JD
	Office:	SSC Room 2250
	Office Hours:	5:15 p.m. – 5:50 p.m. Monday and Wednesday, or by appointment
	Telephone:	519.852.0114 (cell)
	Email:	ckeller@london.ca
<b>CLASSES:</b>	Day/Time:	Monday 6:00 p.m. – 9:00 p.m.
	Location:	SSC 3006

**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(S)**

Enrolment in 3<sup>rd</sup> or 4<sup>th</sup> year of MOS Program.

**REQUIRED TEXT:**

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

**ADDITIONAL MATERIALS:**

You should read and are responsible for all assigned readings as well as material distributed and discussed in class.

## EVALUATION:

	Date	Weighting
Midterm Test	February 13, 2012 in class	30%
Paper	Hard copy due March 26, 2012 in class	30%
Final Exam	To be scheduled during the April 14 – 30, 2012 exam period	40%

You will be evaluated on the basis of a midterm test (30%), a paper (30%) and a final exam (40%). There will be no re-weighting of the midterm test, paper, or the final exam. If you fail to write the midterm test and/or final exam on the scheduled date or on an approved makeup date, or fail to submit a paper, you will receive a mark of zero.

The midterm test will be written in class on February 13, 2012. If you are unable to attend and have been granted permission by the Social Science Academic Counseling Office to write a makeup exam (see procedure below), the makeup exam will be held on Saturday, February 18, 2012 from 10:00 a.m. – 12:00 p.m.

The final exam will be held during the final exam period April 14 – 30, 2012.

Exams will be closed-book and predominately multiple-choice but may include some short answer questions. No electronic devices or other aids will be allowed at the exams. Latecomers may not be admitted.

With respect to the paper, you will be asked to answer a number of questions pertaining to personnel recruitment and selection. Late papers will be assigned a 10% penalty per day, starting one minute after the end of class on March 26, 2012.

## CLASS PARTICIPATION:

There is not a class participation mark for this course. However, the course will be much more interesting and enjoyable if you read the material in advance and come to class prepared with questions, comments and opinions. Disagreeing with me and offering counter arguments is both welcomed and encouraged. (I love a good debate!)

If you miss a class, it is your responsibility to obtain the notes/handouts for that class.

Please refrain from using your computer during class for personal activities such as reading/writing email, surfing the Web, playing games, etc.

## ACADEMIC OFFENCES:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

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). You may be required to submit your

written work in electronic form for plagiarism checking via software. 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](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf)

**ACCESSIBILITY:**

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

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**ASSIGNED READINGS AND CLASS TOPICS**

<u>Date</u>	<u>Topic</u>	<u>Readings</u>
January 9	Introduction	Chapter 1
January 16	Measurement, Validity and Reliability	Chapter 2
January 23	Legal Issues: I	Chapter 3
January 30	Legal Issues: II	Chapter 3 (continued)
February 6	Job Analysis and Competencies	Chapter 4
<b>February 13</b>	<b>MIDTERM EXAM (in class)</b> <b>The make-up date for the Midterm Exam will be Saturday, February 18, 2012 from 10:00 a.m. – 12:00 p.m.</b>	<b>Chapters 1, 2, 3, 4</b>
February 20	Reading Week – No Class	
February 27	Job Performance	Chapter 5
March 5	Recruitment	Chapter 6
March 12	Selection 1: Screening	Chapter 7
March 19	Selection 2: Testing	Chapter 8
<b>March 26</b>	<b>Selection 3: Interviewing</b> <b>PAPER DUE IN CLASS</b>	<b>Chapter 9</b>
April 2	Decision Making	Chapter 10
April 9	Summary/Review	
<b>Final Exam Period: April 14 – 30, 2012</b>	<b>FINAL EXAM</b> <b>Time and date – TBD</b>	<b>Chapters 1 – 10</b>

## **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 Counselling 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 Counselling 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 Counselling 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 Counselling 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 Counselling 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 Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

## **DOCUMENTATION**

- **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 Counselling Office. Once your documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.
- 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.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counsellor.

**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**

- 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.
- 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.

- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.