

Victoria Management School

**HRIR 305: Employee Recruitment & Selection**

Trimester One 2007

**COURSE OUTLINE**

**Contact Details**

**COURSE COORDINATOR & LECTURER**

**Dr Jane Bryson**

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**ADMINISTRATION ASSISTANT**

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**Class Times and Room Numbers**

**Lectures: (Begin Tuesday 27 February 2007)**

Tuesday: 9.30 – 10.20 (GB LT4)

Friday: 9.30 – 11.20 (GB LT3)

There are no tutorials.

This course has no final examination in the examination period. There is an in-class test on 1 June 2007.

**Introduction & Overall Course Objectives**

The basic objective of this course is to give you a theoretical and practical understanding of employee recruitment and selection. The course explains and critically assesses recruitment and selection processes. It does this in the context of legal frameworks, labour markets, and organisational, management and employee objectives. Hence the course is structured to consider the following broad areas: the strategic context of recruitment & selection; the job; the recruitment & selection process; selection methods; the employment decision. Tuesday and Friday lecture sessions throughout the course will have a mixture of lectures, guest speakers, discuss a case or video, or complete a practical exercise.

**Course-related Student Learning Objectives**

On successful completion of the course students should be able to:

- Display a critical understanding of the theory underpinning recruitment & selection methods (assessed by the essay and test)
- Critically evaluate leading methods of recruitment & selection (assessed by the project and test)
- Design a recruitment & selection process which is appropriate to the organisation, the job and the labour market, and is lawful (assessed by the project)

## Course content

### ***Weeks 1, 2 (27 February, 2, 6 March): The Strategic Context of Recruitment & Selection***

(including: the difference between R & S; why R & S is important; where it fits in the HR flow; institutional influences and tensions)

Course Readings Book One, numbers 1 to 7

### ***Weeks 3, 4 (9, 13, 16, 20 March): The Job***

(including: defining the job, job analysis, competency modelling, concepts of fit)

Course Readings Book One, numbers 8 to 10

**Essay due 30 March**

### ***Weeks 4, 5, 6 (23, 27, 30 March, 3 April): The Recruitment & Selection Process***

(including: analysing the labour market; methods of recruitment; recruitment strategy)

Course Readings Book One, numbers 11 to 14

## **Mid Trimester Break: 5 April to 20 April**

### ***Weeks 7, 8, 9 (24, 27 April, 1, 4, 8, 11 May): Selection Methods***

(including: overview of methods, criteria setting, assessing predictive power of methods, psychometric tests, assessment centres, interviews, reference checking)

Course Readings Book Two, numbers 15 to 24

**Business case due 18 May**

### ***Weeks 10, 11 (15, 18, 22 May): The Employment Decision***

(including: shortlisting, feedback, use of consultants, equity & diversity, offers)

Course Readings Book Two, numbers 25 & 26

### ***Weeks 11, 12 (25, 29 May)***

### **In-term test 1 June**

## **Review/evaluation of recruitment & selection processes**

## **Expected Workload**

Students can expect the workload to be approximately 16 hrs per week, including both scheduled contact time (lectures) and outside class (reading, researching for assignments, etc).

## **Readings**

There is no required textbook for this course.

However there are two volumes of course readings which will be issued to you at the first lecture on Tuesday, 27 February 2007. After this time the readings may be collected from the 10<sup>th</sup> Floor Reception, Rutherford House. Please note that it will be necessary for you to produce your Student ID in order for you to receive the readings.

The **Blackboard site for HRIR 305** contains a list of useful books that you may want to refer to (particularly for assignments) that are held in the Commerce Library (2<sup>nd</sup> Floor, Railway). Blackboard for HRIR 305 also lists useful journals to consult, and provides links to websites of interest and other resources (including copies of useful articles and reports).

## Assessment Requirements

Assignment	Title	% of Marks Available	Due Date
1	Essay	25%	5pm, Friday 30 March 2007
2	Business case	40%	5pm, Friday 18 May 2007
3	In-Class Test	35%	9.30 – 11.20 am, Friday 1 June 2007
	<b>TOTAL</b>	<b>100</b>	

### 1. Essay

Due: 5pm, Friday 30 March 2007      Marks: 25%

Word Limit: 1500 words

**Topic:** Concepts of “fit” have become important in recruitment and selection processes. Research and write a brief literature review which describes and critiques the notion of “fit” (with particular reference to recruitment and selection).

### 2. Business case

Due: 5pm, Friday 18 May 2007      Marks: 40%

Word limit: 2500 words

**Topic:** Write a business case to justify a recruitment and selection process for a particular type of position (of your choice).

It is expected that you will:

- Choose a position or type of position with which you are familiar, or can gather information on
- Consider the labour market and other factors which impact on an effective recruitment strategy
- Consider the appropriate selection criteria and selection methods
- Clearly justify your choices, and alternatives, with support from the literature and logical argument
- Show how you have had regard for legal, EEO and diversity, organizational and individual factors

### 3. In-Class Test

Date: 9.30am, Friday 1 June 2007      Marks: 35%

The test will comprise of a number of short answer questions, and a case/s to analyse.

#### Handing in assignments:

Assignments should be dropped in HRIR 305 Box 15 at Mezzanine floor of Rutherford House in hard copy form by the due time on the due date.

All completed assignments must have a cover sheet. The cover sheet is in Annex A of this course outline. Students must also keep an electronic copy of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

### **Mandatory Course Requirements**

To meet Mandatory Course Requirements, students are required to:

- a. Sit the one In-class test; and
- b. Submit the two assignments by the scheduled dates and times.

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student's overall course mark falls below the minimum pass mark, whether or not the mandatory course requirements have been satisfied.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard or on the Mezzanine Floor Notice-board.

### **Penalties- for Lateness & Excessive Length of Assignments**

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available** for an assignment submitted after the due time on the due date **for each part day or day late. Saturdays, Sundays and public holidays** will be included when counting the number of days late. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Requirements**.
- (ii) Course Outlines provide a signal to student of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.
- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the Course Coordinator, providing documentary evidence of the reasons of their circumstances.

All such applications must be made **before** the deadline and be accompanied by documentary evidence, e.g., a medical certificate, or counsellor's report that indicates the degree of impairment, and for how long the student has been impaired. Please be sure to ask at the time of consultation for the degree of impairment to be stated in any certificate you provide to support your case.

- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement), that precludes an application in advance, students should make contact with the Course Coordinator as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (v) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic. **The penalty will be 2% of the grade for an assignment which is 10% over the word limit.**

## GRADING GUIDELINES

The following broad indicative characterisations of grade will apply in grading assignments and the exam:

A+	excellent performance in all respects at this level
A	excellent performance in almost all respects at this level
A-	excellent performance in many respects at this level
B+	very good, some aspects excellent
B, B-	good but not excellent performance at this level
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard
K	Failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment. Note this is a failing grade.

### Policy on Remarking:

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments. The original marking sheet is removed to ensure the process is independent. If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken. Experience from previous years is that almost all remarks are within 10% and where there is a change in mark, half the assignments go up and half go down. Occasionally there is a significant shift in the mark.

Application for remarks must be made within 5 days after the marks are available. To apply for a remark, complete the request for re-examination of assessed work form stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment at Reception Level 10. Allow for up to 5 days for remarks to be completed.

### Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site (<http://www.vuw.ac.nz/library/resources/virtualref.shtml#style>).

### Communication

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

### Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, eg

MGMT300\_Smith\_Pauline\_3000223344\_Ass1 Query

All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

## **Faculty of Commerce and Administration Offices**

### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to [www.vuw.ac.nz/policy](http://www.vuw.ac.nz/policy).

For information on the following topics, go to the Faculty's website [www.vuw.ac.nz/fca](http://www.vuw.ac.nz/fca) under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

## **Manaaki Pihipihinga Programme**

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email [manaaki-pihipihinga-programme@vuw.ac.nz](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.

ANNEX A

VICTORIA UNIVERSITY OF WELLINGTON  
*Te Whare Wānanga o te Ūpoko o te Ika a Māui*



**Victoria Management School**

**HRIR 305 Individual Assignment Cover Sheet**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date Due: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

*I have read and understood the university policy on Academic Integrity and Plagiarism.  
I declare this assignment is free from plagiarism.*

Signed: \_\_\_\_\_

Extension of the due date (*if applicable*)

**Please attach a copy of the note authorising your extension.**

Date extension applied for: \_\_\_\_\_

Extension granted until: \_\_\_\_\_

Extension granted by: \_\_\_\_\_