

Victoria Management School

**HRIR 305: EMPLOYEE RECRUITMENT & SELECTION**

Trimester One 2010

**COURSE OUTLINE**

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**Names and Contact Details**

**COURSE COORDINATOR & LECTUER**

**Dr Jane Bryson**

Room: RH1012, Rutherford House

Phone: 463 5707

Email: [jane.bryson@vuw.ac.nz](mailto:jane.bryson@vuw.ac.nz)

Website: <http://www.victoria.ac.nz/vms/staff/jane-bryson.aspx>

Office Hours: Wednesdays and Fridays (after lectures)

**ADMINISTRATOR**

**Tania Loughlin**

Room: RH1021, Rutherford House

Phone: 463 5358

Email: [tania.loughlin@vuw.ac.nz](mailto:tania.loughlin@vuw.ac.nz)

**Trimester Dates**

Teaching Period: Monday 1<sup>st</sup> March – Friday 4<sup>th</sup> June 2010

Study Period: Monday 7<sup>th</sup> June – Thursday 10<sup>th</sup> June 2010

Examination Period: Friday 11<sup>th</sup> June – Wednesday 30<sup>th</sup> June 2010 (inclusive)

**Withdrawal from Courses:**

Information available via

**Withdrawal dates: Late withdrawals with Associate Dean (Students) permission**  
(See Section 8: Withdrawals - from the Personal Courses of Study Statute)

<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~000000001743.pdf>

**Withdrawal dates: refunds:**

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

**Class Times and Room Numbers**

Lectures: Wednesdays: 1.40pm to 2.30pm GBLT4

Fridays 1.40 pm to 3.30pm GBLT4

There are no tutorials.

## **Course content**

### ***Week 1, 2 (3, 5, 10 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 6

### ***Weeks 2, 3 (12, 17, 19 March): The Job***

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

Course Readings Book One, numbers 7 to 9

### ***Weeks 4, 5, 6 (24, 26, 31 March, 21, 23 April): The Recruitment Process***

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

Course Readings Book One, numbers 10 to 13, Book Two, number 27

**Essay due 31 March**

### **Easter & Mid Trimester Break: 2 April to 18 April**

### ***Weeks 7, 8, 9, 10 (28, 30 April, 5, 7, 12, 14, 19, 21 May): Selection Methods & Process***

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

Course Readings Book One, number 14 and Book Two, numbers 15 to 23

**Business Case due 19 May**

### ***Weeks 11, 12 (26, 28 May, 2 June): The Employment Decision***

(including: shortlisting, feedback, use of consultants, equity & diversity, offers, employment agreements, socialisation/induction, review/evaluation of R&S procedures)

Course Readings Book Two, numbers 24 to 26

### ***Week 12 (Friday 4 June) Exam Revision lecture***

## **Course Learning Objectives**

By the end of this course, students should be able to:

- 1) Explain the theory underpinning recruitment & selection methods; and critically evaluate leading methods of recruitment & selection;
- 2) Display a broad perspective and wide knowledge to problem-solving around recruitment & selection issues;
- 3) Examine the interaction between global employment issues and the local employment relations environment as it impacts on recruitment and selection;
- 4) Discuss HRM practice within a culturally diverse working environment;
- 5) Design a recruitment & selection process which is appropriate to the organisation, the job and the labour market, and is lawful.

## **Course Delivery**

There are no tutorials in this course, thus considerable learning activity will occur in lecture time. Lectures will include a range of discussion, guest speakers, and formal lecture exchange. It is also expected that students will keep up with course readings in their own study time, and will research for their assignments.

## Expected Workload

Students are expected to work on average about 15 hours a week spread over a 15 week period (the 12 teaching weeks, mid-trimester break, study week and the examination period). This includes 3 hours of lectures per week, engaging with course readings before and after lectures, research for assignments and revision for the examination.

## Readings

There is no required text book for this course.

However there are two volumes of course readings which will be issued to you at the first lecture on Wednesday, 3 March 2010. 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

Course learning objectives	Title	Weight	Date
1, 3, 4	1. Individual Assignment - Research essay	25%	12 noon, Wednesday 31 March, 2010 (Week 5)
1, 2, 3,4, 5	2. Individual Assignment - Business case/report	35%	12 noon, Wednesday 19 May, 2010 (Week 10)
1, 2, 3	3. Final Examination	40%	11 June – 30 June 2010
	<b>TOTAL</b>	<b>100%</b>	

### 1. Research Essay on internet technology recruitment techniques

Due: 12 noon, Weds 31 March

Marks: 25%

Length: 1500 words

Internet technology has revolutionised potential recruitment (i.e., attraction & application) techniques in the last decade.

- Research and identify the range of internet techniques used for employee recruitment purposes
- Critically analyse these techniques in order to discuss the advantages and disadvantages of their use for employee recruitment.

In your research it is expected you will use:

- References or links to sources provided in Course readings or lectures;
- The academic research literature on recruitment techniques (accessed through library online databases such ProQuest, Emerald, PsychInfo)
- Information from reputable sources on the internet

**Note the focus is on Recruitment, not Selection.**

*The marking guide for this essay is posted on the HRIR 305 Blackboard site.*

**2. Business case/report for an R&S process**

Due: 12 noon, Weds 19 May                      Marks: 35%

Length: 2000 words

Write a business case/ report 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 academic literature (including the course readings) and logical argument
- Show how you have had regard for legal, EEO and diversity, organizational and individual factors

*The marking guide for this essay is posted on the HRIR 305 Blackboard site, as will a Business case/report format.*

*Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.*

**Handing in assignments**

Assignments should be dropped in the **HRIR 305 Box 15 on the Mezzanine floor of Rutherford House** (Pipitea Campus) in hard copy form by the due time on the due date. All completed assignments must have a cover sheet. The cover sheet is at the end of this course outline and on Blackboard. 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.

**Examinations**

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

The final examination for this course will be scheduled at some time during the period from

**Examination Period: Friday 11<sup>h</sup> June – Wednesday 30<sup>th</sup> June 2010**

The examination is worth 40% of the total marks available for this course. It is a closed book 2-hour examination.

**Mandatory Course Requirements**

To meet Mandatory Course Requirements, students are required to:

- a. Submit all assignments within the allowable timeframe (see Penalties section) below (i)); and

- b. To obtain at least 40 per cent (i.e. 16 marks out of 40) of the final examination marks available.

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, regardless of whether the mandatory course requirements have been satisfied or not.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard.

### **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 (marks available means what the assignment is worth i.e. 20% or 20 marks) for an assignment submitted after the due time on the due date for each part day or day late.** (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **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 Course Requirements**.
- (ii) Course Outlines provide a signal to students 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, eg a medical certificate, or counsellor's report clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.

- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), 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.

## **CLASS REPRESENTATIVE**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## **Communication of Additional Information**

Additional information or information on changes will be conveyed to students via the HRIR 305 Blackboard site, and through this site email to all class members on urgent matters.

**For the following important information follow the links provided:**

### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

### **General University Policies and Statutes**

<http://www.victoria.ac.nz/home/about/policy>

**AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

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

<http://www.victoria.ac.nz/fca/studenthelp/>

### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)



**Victoria Management School**

**HRIR 305 Individual Assignment Cover Sheet**

Name: \_\_\_\_\_

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

**WORD COUNT:** \_\_\_\_\_

**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: \_\_\_\_\_



## Victoria Management School

**HRIR 305**

### Request for re-examination of assessed work

	<b>Assessment affected</b> <i>e.g. Individual Assignment, In-class Test</i>	
<b>Student ID</b>	Name <i>As it appears in your enrolment</i>	Tutorial No/Tutor's name
<b>Contact Details</b>	<i>Phone</i> _____ <i>Email</i> _____	

*Specify which section (criteria specified in the mark sheet) you wish to be re-examined*

*Note: requests to re-examine "all" criteria will not be considered.*

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**Clearly state why you believe each of these sections should be re-examined:**

*Note: "I think it is worth more," is insufficient.*

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In requesting a re-examination of my submitted work, I understand that the result may be an increase OR decrease in the mark obtained.

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 Signature Date