

School of Management

**HRIR 305: EMPLOYEE RECRUITMENT AND SELECTION**

Trimester One 2014

**COURSE OUTLINE**

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**Names and Contact Details**

**COURSE COORDINATOR & LECTURER**

**Dr Jane Bryson**

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Phone: 463 5707

Email: jane.bryson@vuw.ac.nz

**TUTOR**

**Khristo Bruce**

khristo.bruce@gmail.com

**ADMINISTRATOR**

**Ina Yoo**

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**UNDERGRADUATE PROGRAMME MANAGER**

**Garry Tansley**

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**Trimester Dates**

Teaching Period: Monday 3<sup>rd</sup> March – Friday 6<sup>th</sup> June

Study Period: Monday 9<sup>th</sup> June – Thursday 12<sup>th</sup> June

Examination Period: Friday 13<sup>th</sup> June – Wednesday 2<sup>nd</sup> July (inclusive)

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 14<sup>th</sup> March 2014.
2. The standard last date for withdrawal from this course is Friday 16<sup>th</sup> May 2014. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

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**Class Times and Room Numbers**

Lectures: Tuesday 11.30am to 1.20pm GBLT2

Tutorials will occur in Weeks, 2, 3, 4, 5, 8, 9, 10. Please sign-up to a tutorial group through S-cube. If you have been unable to sign up for a tutorial contact the Undergraduate Programme Manager (Garry Tansley).

## Course Content

Week Lecture day	Topic	Course Readings
1 4 <sup>th</sup> March	<b>Introduction to R&amp;S</b> What is it/ overview/who does it? <b>Strategic context in R&amp;S</b> Connection to HRM; Global labour market, changing R&S technology & agents	-Roberts (2005) -Taylor, Keelty & McDonnell (2002) -Martin (2006)
2 11 <sup>th</sup> March <b>Tutorial 1</b>	<b>Strategic context continued</b> Labour market, resourcing strategies Job matching, signalling & other theories Local legislation	-Podsiadlowski & Ward (2010) -Bills (2003)
3 18 <sup>th</sup> March <b>Tutorial 2</b>	<b>Fit – what is it in R&amp;S?</b> Theories of fit (P-E, P-O, P-J, P-T) Reinforcing vs extending fit models	- van Vianen, A. (2005)
4 <i>Essay Due</i> 25 <sup>th</sup> March <b>Tutorial 3</b>	<b>Fit – its impact on job analysis for R&amp;S?</b> Job analysis Job descriptions & competencies	-Voskuijl (2005)
5 1 <sup>st</sup> April <b>Tutorial 4</b>	<b>Fit – its impact on recruitment strategy &amp; screening</b> Recruitment messages & strategy Employer branding, Screening	-Orlitsky (2007) -Proenca & de Oliviera (2009)
6 8 <sup>th</sup> April	<b>Fit – its impact on selection processes</b> Selection methods Impact on diversity	-Armbruster (2006)
7 15 <sup>th</sup> April	<b>Utility of R&amp;S processes</b> Costs of R&S Impact of technology	-Stone, D., et al (2013). -Evans, Christopher & Stoffel (2000)
<b>Mid-Trimester Break 18 April – 4 May</b>		
8 6 <sup>th</sup> May <b>Tutorial 5</b>	<b>R&amp;S: Social or scientific process?</b> Intro to social vs psychometric Measurement vs interpretation	-Brown & Hesketh (2004) -Searle (2003)
9 13 <sup>th</sup> May <b>Tutorial 6</b>	<b>Psychometric testing &amp; other tools: Social or scientific?</b> Psychometric tests, assessment centres Medical & Drug testing	-Scholarios (2009)
10 20 <sup>th</sup> May <b>Tutorial 7</b>	<b>Interviews: Social or scientific?</b> Interviews Biases	-Rynes, et al (2000)
11 <i>Case Due</i> 27 <sup>th</sup> May	<b>Exploring variation in practices: locally, internationally</b> By sector/job/size of organisation By country	-Dipboye & Johnson (2008) - Lockyer & Scholarios (2004)
12 3 <sup>rd</sup> June	<b>Future trends in R&amp;S, On-boarding &amp; Talent Management</b> <b>Course revision</b>	

## Prescription

An analysis of the theory and practice of employee recruitment and selection. The course critically assesses the principles underpinning recruitment and selection systems, and examines contemporary issues and trends.

## Course Learning Objectives

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

- 1) Explain the theory underpinning recruitment and selection methods (*assessed by both the assignments and the exam*);
- 2) Articulate knowledge and critical thinking about recruitment & selection issues (*assessed by assignment 2, the tutorials and the exam*); and
- 3) Examine the interaction between global employment issues and the local employment relations environment as it impacts on recruitment and selection (*assessed by both the assignments and the exam*).

## Course Delivery

There is one two-hour lecture per week - this will be a mix of lecture, some brief DVD clips, some discussion, some guest speakers.

Tutorials occur in 7 of the weeks and these are an important component of your learning in which you have the opportunity to further your understanding of key concepts and develop practical skills. Active preparation and participation in tutorials is expected, and graded by scores on a quick quiz at each tutorial (see Assessment information).

## Expected Workload

Students can expect the workload over the trimester to be up to a total of 150 hours spread approximately as follows: Reading for lectures and tutorials 27 hours; assignment preparation (essay and case analysis) 60 hours; examination preparation 30 hours; lecture attendance 24 hours; tutorial attendance 7 hours.

## Readings

There is no required text book for this course.

A book of **course readings** will be provided in class. These are the core resource for the lectures and tutorials.

Further books of relevance are on course reserve in the Commerce library, and suggestions for further resources (books, journals, websites) are provided on Blackboard.

## Assessment Requirements

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

Course learning objective	Assessment	Weight	Date
1, 3	Individual Assignment One - Critical analysis essay, 1500 words	20%	11.30am, Tuesday 25 March 2014 (Week 4)
1, 2, 3	Individual Assignment Two - Case Analysis 1500 words	20%	11.30am, Tuesday 27 May 2014 (Week 11)

2	Tutorial Preparation & Participation	10%	Weeks 2, 3, 4, 5, 8, 9, 10
1, 2, 3	Final Examination - 3 hours	50%	13 June – 2 July 2014
	<b>TOTAL</b>	<b>100%</b>	

**Assignment 1: Critical analysis essay, 1500 words, Tuesday 25 March, 11.30am**

The essay topic and marking guide will be posted on the HRIR 305 Blackboard site and discussed in class in Week 1.

**Assignment 2: Critical analysis case, 1500 words, Tuesday 27 May, 11.30am**

The case for analysis and marking guide will be posted on the HRIR 305 Blackboard site and discussed in class in Week 5.

**Handing in assignments**

Completed assignments are to be submitted **on the due date** to the **HRIR 305 assignment box number 16** (Mezzanine Floor of Rutherford House – Pipitea Campus). Please ensure you provide a signed cover sheet on your assignment. A hardcopy cover sheet is at the end of this course outline and an electronic copy has been placed on Blackboard (under the assignment tab).

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.

**Tutorial preparation & participation – 10%**

Active participation in tutorials is expected. Tutorials will be held in Weeks 2, 3, 4, 5, 8, 9, 10. You are expected to have read the assigned reading for that week (available in the booklet of course readings). Tutorials will include a **quick quiz** on the reading (quiz questions will be provided on Blackboard the week before the tutorial in order to guide your reading). The quick quiz will be worth 1% each (5% in total), you will earn the 1% if you get all the questions correct. The tutorials will also include participation in practical skill development activities. Participation in tutorials will be assessed on a) whether you contributed to discussion/activity and b) also allowed others to contribute (1% each tutorial). Your 5 best tutorial participation and preparation scores across the 7 tutorials will be counted for the 10% accorded to tutorials.

**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 Friday 13 June – Wednesday 2 July 2014 (inclusive). The examination is worth 50% of the total marks available for this course. It is a closed book 3-hour examination. All lectures and readings covered during the course are examinable.

**Late assignments**

Late assignments are to be handed to the Administrator for the course, Ina Yoo in RH Level 10 Reception. Late assignments that do not have **the time and date noted and signed by** the Administrator, will incur late penalties from the time the Administrator receives it. Assignments left on the Reception Counter will incur penalties from the time and date they are recovered. Assignments slid under the door of the Administrator’s office will also incur penalties from the time and date they are recovered. Note that there is no provision to accept assignments on weekends or public holidays. Late assignments must be handed into Ina while

the Level 10 Reception area is open. The desk opens at 9am and closes at 5pm Monday to Friday during term time.

### Group Work

While the course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. **Please do not work together to formulate a response and do not loan out your completed assignments.** You will be expected and encouraged to work in groups on in-term cases and assignments; however reports must be individual submissions.

### Penalties

In fairness to other students, work submitted after any deadline will incur a penalty for lateness.

- (i) **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 **Undergraduate Programme Manager**, 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 **Undergraduate Programme Manager** 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.

## **Mandatory Course Requirements**

In addition to obtaining an overall course mark of 50 or better, students must:

- a. Submit all assignments within the allowable timeframe (see Penalties section) above (i)); and
- b. To obtain at least 40 per cent (i.e. 20 marks out of 50) of the final examination marks available.

If you cannot complete an assignment or sit a test or examination, refer

to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

Failure to meet mandatory requirements does not prevent a student completing other pieces of assessment, including any final examination. 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.

## **Use of Turnitin**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

## **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details made 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**

Any additional information or information on changes will be conveyed to students, e.g. via the HRIR 201 Blackboard site, and urgent messages via email to all class members student email addresses.

*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, e.g., HRIR 305\_Smith\_Pauline\_3000223344\_Ass1 Query

## **Student feedback**

Student feedback on University courses may be found

at: [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php)

## **Link to general information**

For general information about course-related matters, go to:

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

## **Note to Students**

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.