

School of Management

HRIR 305: EMPLOYEE RECRUITMENT AND SELECTION

Trimester One 2015

COURSE OUTLINE

Names and Contact Details

Course Coordinator & Lecturer

Dr Jane Bryson

Room: RH1006, Rutherford House

Phone: 463 5707

Email: jane.bryson@vuw.ac.nz

Tutor

Rose Corrigan

Email: rosecorrigan21@hotmail.com

Administrator

Ina Yoo

Room: RH1022, Rutherford House

Phone: 463 5358

Email: ina.yoo@vuw.ac.nz

Undergraduate Programme Manager

Garry Tansley

Room: RH 915, Rutherford House

Phone: 463 6968

Email: garry.tansley@vuw.ac.nz

Trimester Dates

Teaching Period: Monday 2nd March – Friday 5th June

Study Period: Monday 8th June – Thursday 11th June

Examination Period: Friday 12th June – Wednesday 1st July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 13th March 2015.
2. The standard last date for withdrawal from this course is Friday 15th May 2015. 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 or [online](#).

The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Lectures: Monday 1.40pm to 3.30pm RHLT2

Tutorials will occur in Weeks 2, 3, 4, 5, 8, 9, and 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 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.

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*).

Readings

There is no required text book for this course.

Course readings are provided on Blackboard. 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, and websites) are provided on Blackboard.

Course Content

Week Lecture day	Topic	Course Readings
1 2 nd March	Introduction to R&S What is it/ overview/who does it? Strategic context in R&S Connection to HRM; Global labour market, changing R&S technology & agents	-Roberts (2005) -Martin (2006) -Eckhardt et al (2014)
2 9 th March Tutorial 1	Strategic context continued Labour market, resourcing strategies Job matching, signalling & other theories Local legislation	-Stone et al (2013) -Podsiadlowski & Ward (2010) -Ehrhart et al (2005)

3 16 th March Tutorial 2	Fit – what is it in R&S? Theories of fit (P-E, P-O, P-J, P-T) Reinforcing vs extending fit models Impact on diversity	- van Vianen, A. (2005)
4 <i>Essay Due</i> 23 rd March Tutorial 3	Fit – its impact on job analysis & recruitment strategy Job analysis, job descriptions & competencies Recruitment strategy	-Voskuijl (2005) -Orlitsky (2007)
5 30 th March Tutorial 4	Fit – its impact on recruitment & screening Recruitment messages Employer branding, Screening	-Proenca & de Oliviera (2009) -Zide et al (2014)
Easter & Mid-Trimester Break 3 April – 19 April		
6 20 th April	Fit – its impact on selection processes Selection methods Exploring variation in practices: locally, internationally	-Armbruster (2006) - Lockyer et al (2004) -Dipboye et al (2008)
7 27 th April	No class 27 April due to Anzac day holiday	
8 <i>Essay Due</i> 4 th May	R&S: Social or scientific process? Intro to social vs psychometric Measurement vs interpretation	-Brown et al (2004) -Miles et al (2014) -Searle (2003)
9 11 th May Tutorial 5	Psychometric testing & other tools: Social or scientific? Psychometric tests, assessment centres Medical & Drug testing	-Scholarios (2009) -Sackett et al (2014)
10 18 th May Tutorial 6	Interviews: Social or scientific? Interviews Biases & selection decision making	-Rynes, et al (2000) -Martinez et al (2014)
11 25 th May Tutorial 7	Evaluation & Utility of R&S processes Costs of R&S Evaluating R&S	-Evans & Stoffel (2000)
12 1 st June	No class due to Queen’s Birthday holiday	Exam revision questions

Assessment

The Assessment Handbook applies to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

Course learning objective	Assessment	Weight	Date
1, 3	Individual Assignment One - Critical analysis essay, 1500 words	20%	1.30pm, Monday 23 March 2015 (Week 4)

1, 2, 3	Individual Assignment Two - Case Analysis 1500 words	20%	1.30pm, Monday 4 May 2015 (Week 8)
2	Tutorial Preparation & Participation	10%	Weeks 2, 3, 4, 5, 8, 9, 10
1, 2, 3	Final Examination - 3 hours	50%	12 June – 1 July 2015
	TOTAL	100%	

Assignment 1: Critical analysis essay, 1500 words, Monday 23 March, 1.30pm

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, Monday 4 May, 1.30pm

The case for analysis and marking guide will be posted on the HRIR 305 Blackboard site and discussed in class in Week 4.

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.

Handing in assignments

Completed assignments are to be submitted **on the due date** to the **HRIR 305 assignment box number 14** (Mezzanine Floor of Rutherford House – Pipitea Campus). Please ensure you provide a signed cover sheet on your assignment. A cover sheet 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 12 June – Wednesday 1 July 2015 (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.

Penalties

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

- (i) **The penalty is 10% 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 and the intended assignment work load. You are strongly advised to adhere to the word limit so as to keep your workload at a manageable level. Any material that is above the word limit may not be taken into account by the marker. Your

marker will simply stop at the maximum words for the assignment and you will receive the appropriate grade

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.

For marks: 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.

For grades: If the grade differs by one grade then the highest grade is taken. If the grade differs by more than one grade then the assignment is marked by a third marker and the average grade is taken. Experience from previous years is that almost all remarks are within 10% or one grade. Occasionally there is a significant shift in the mark or grade. Application for remarks must be made within 14 days after the assignments or marks are made 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. You must provide academic reasons on why you think the mark does not, in your view, fairly reflect the quality of your work. Your assignment will only be reconsidered on the points you raised. Complete remarks will not be undertaken. Hand this with your assignment into the following place:

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it.

Allow a minimum of 5 days for remarks to be completed.

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

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 305 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

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.