

Business Administration

Course Number:	BUAD 246
Course Title:	RECRUITMENT AND SELECTION
Credits:	3
Calendar Description:	This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing. <i>(also offered by Distance Education)</i>
Semester and Year:	Fall 2016
Prerequisite(s):	BUAD 269
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Human Resources Management Specialty Required Diploma, Human Resources Management Option

Professors

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Learning Outcomes

Upon completion of this course students will be able to

examine how recruitment and selection contributes to effective HR management and organizational performance.

identify an candidates.

implement processes for attracting qualified candidates.

analyze position requirements to establish selection criteria.

differentiate between employee screening and employee selection.

critique different assessment tools.

evaluate recruitment, screening, selection, and orientation processes and outcomes at the organizational level.

Course Objectives

This course will cover the following content:

Overview and foundations of recruitment and selection

Reliability and validity of contemporary recruitment and selection practices

Legal considerations in the recruitment and selection process

Job analysis and competency models

Job performance measurement and its impact on recruitment and selection

Role of recruitment in Human Resource planning

Screening procedures

Testing and other assessments used in Human Resource selection

Traditional and alternative approaches to employment interviewing

Reducing subjectivity and error in selection decisions

Evaluation

Major Project (Group mark 30% indiv. mark 10%)	40%
Term Work (Individual)	20%
Final Exam	40%
Total	100%

Notes

Students must receive a passing grade on the final exam in order to pass the course.

Term work may include presentations, quizzes, learning journals, and in-class assignments.

Required Texts/Resources

Catano, V.M. et al (2016). Recruitment and Selection in Canada, 6th ed. Toronto, ON: Nelson.

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?