

A) Course Aims/Description

The ultimate competitive advantage of any company is the human capital (talent) that it has acquired, developed and sustained over time. Having the right talent is key to every successful organization. This course aims to provide you with the knowledge and skills in the domain of personnel recruitment, selection, and assessment. You will learn about staffing strategies, job analysis, external and internal recruitment, various selection and assessment methods, and decision making processes.

B) Intended Learning Outcomes (ILO)/Objectives

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

1. Explain the staff organizations model and how its various components work together to achieve the optimal talent pool for organizations
2. Plan and conduct a job analysis
3. Explain and plan for recruitment activities
4. Explain and apply the various measurement issues related to the selection process
5. Evaluate and compare the relative effectiveness of different assessment methods to determine which work best and why
6. Explain and apply the various methods of making a final selection choice
7. Explain and apply the various retention management strategies
8. Engage other students in a meaningful and supportive way
9. Collaborate with other students to develop teamwork skills

C) Course Content

The key topics covered are:

1. Staff organizations model
2. Job analysis
3. Recruitment
4. Measurements
5. Assessment methods
6. Decision making
7. Retention management

D) Assessment (includes both continuous and summative assessment)

Component	Weightage	Team/ Individual
1. Team Project (Part 1 & 2) with peer evaluation	30	Team* - all members must present
2. Personal weekly Learning Journal (min 14 entries)	30	Individual
3. Quizzes	20	Individual
4. Mini Table Assignments	10	Group** - any member can present
5. Class participation	10	Individual
Total	100%	

E) Weekly Schedule

Week	Topic
Week 1	Overview and introduction
Week 2	Understanding jobs and people I
Week 3	Understanding jobs and people II
Week 4	Recruitment I
Week 5	Recruitment II
Week 6	Measurement & Assessment
Week 7	Assessing External Applicants I
Week 8: Recess	
Week 9	Assessing External Applicants II
Week 10	Assessing Internal Applicant
Week 11	Choosing and Hiring Candidates
Week 12	Staff System and retention management I
Week 13: e-learning	Staff System and retention management II
Week 14	Project team Presentation