

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

HR3200(A3): Recruitment in Organizations – 3(3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Mandy Ingraham **PHONE:** (780)539-2846
OFFICE: C416 **E-MAIL:** aingraham@nwpolytech.ca
OFFICE HOURS: Monday 11:30-12:50pm, Wednesday 1:00pm-2:20pm, or by appointment

CALENDAR DESCRIPTION: Recruiting and selecting the right candidates is critical to an organization's success. In this course, students will learn best practices of how to attract and retain employees in organizations. Students will learn human resource planning and forecasting; determining job specifications; identifying recruitment sources and screening procedures; employment testing methods; and interviewing techniques. Students will learn how to participate in and conduct employment interviews. Students will examine the importance of recruitment and selection in the organizations and the costs associated.

PREREQUISITES: BA2240 and BA1380

REQUIRED TEXT/RESOURCE MATERIALS: Catano, V. M., Wiesner, W. H., & Hackett. (2021). Recruitment and selection in Canada (8th ed.). Top Hat.

Please note this is an E-Text. Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Their technical support team may require specific user information when troubleshooting issues.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S): On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected

to attend in person. HR3200 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:

- Explain the strategic importance of recruitment and selection in an organization
- Identify and implement an organization’s talent management process
- Identify appropriate recruiting and selection methods based on the organization and specific job
- Evaluate the effectiveness of different selection processes
- Understand and design an interview process
- Examine legislation and how diversity relates to recruitment and selection
- Recommend recruitment strategies to build a strong employer brand

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability

EVALUATIONS:

Participation	10%
Quizzes	15%
Mock Interviews	20%
Presentation	10%
Midterm	20%
Final	25%
Total	100%

You are strongly encouraged to complete all exercises, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Accepted late assignments will have a 10% reduction per day. Turnitin plagiarism-detecting software may be used in this course. Unexcused absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor’s discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

HR3200	Monday	Wednesday
Jan 6 & 8	Course Introduction	Ch 1: Intro to Recruitment
Jan 13 & 15	Ch 2: Foundations: Validity	Ch 2: Foundations: Validity
Jan 20 & 22	Ch 3: Foundations: Legal Issues	Human Rights/BFOR
Jan 27 & 29	Ch 4: Part 1 - Analysis	Ch 4: Part 2: Role of Competencies
Feb 3 & 5	Ch 5: Job Performance	Ch 5: Job Performance
Feb 10 & 12	Presentations	Presentations
Feb 17 & 19	No Classes Winter Break	
Feb 24 & 26	Review	Midterm
Mar 3 & 5	Ch. 6: Recruitment: The first step	Ch. 6: Recruitment: The first step
Mar 10 & 12	Ch. 7 Applicant Screening	Ch. 7 Applicant Screening
Mar 17 & 19	Ch. 8: Testing and Other Assessments	Ch. 8: Testing and Other Assessments
Mar 24 & 26	Ch.9: Interviewing	
Mar 31 & Apr 2	Mock Interviews Day 1	Mock Interviews Day 2
Apr 7 & 9	Ch. 10: Decision Making	Wrap Up/Course Review

The above schedule may be revised at the discretion of the instructor based on class requirements.

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.** For more information, please refer to the Academic

Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

Time Management: Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

Cell Phones: The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Top Hat:

Students must manage and maintain access to the TopHat platform to complete required coursework by the due date. See the policy below regarding late or missed assignments.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

Assignments, Quizzes, and Exams

- There will be 3 quizzes dispersed throughout the semester (see schedule for dates). The student will be allowed 1 attempt for each quiz.
- All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- Assignment information will be presented in class and posted in myClass.

- Midterm and Final Exams will be in person and closed book.

Final Exam

- Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (April 14-23).
- The final exam for HR3200 will be a 2-hour exam.