

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION**COURSE OUTLINE –Winter 2024****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: 11:30am–1:00pm, Thursday: 1:00pm–2:20pm		

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.

DELIVERY MODE(S): HR3200 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations. The schedule may be adjusted if necessary

LEARNING OUTCOMES:

Upon completion of this course students should 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%
Mock Interviews	20%
Quizzes (3 @ 5% each)	15%
Presentation	15%
Mid-Term	20%
Final Exam	20%

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. 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:

	Wednesdays	Fridays	Assignment
Jan 10 & 12	Course Introduction	Ch 1: Intro to Recruitment	
Jan 17 & 19	Ch 2: Foundations: Validity	Ch 2: Foundations: Validity	
Jan 24 & 26	Ch 3: Foundations: Legal Issues	Human Rights/BFOR	Quiz #1
Jan 31 & Feb 2	Ch 4: Part 1 - Analysis	Ch 4: Part 2: Role of Competencies	
Feb 7 & 9	Ch 5: Job Performance	Ch 5: Job Performance	Quiz #2
Feb 14 & 16	Review	Midterm (Chpt 1-5)	
Feb 21 & 23	No Classes Winter Break		
Feb 28 & Mar 1	Ch. 6: Recruitment: The first step	Ch. 6: Recruitment: The first step	
Mar 6 & 8	Ch. 7 Applicant Screening	Ch. 8: Testing and Other Assessments	Quiz #3
Mar 13 & 15	Presentations	Presentations	
Mar 20 & 22	Guest Speaker: Sure Hire Occupational Testing	Guest Speaker: The Agency	
Mar 27 & 29	Ch.9: Interviewing	No Class: Good Friday	
Apr 3 & 5	Mock Interviews (3 hours starts at 11:30am)	No Class in lieu of Interviews	
Apr 10 & 12	Ch. 10: Making Selection Decisions	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 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.

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:

Assignment, Quizzes, and Exams

•Smart Book Exercises will be completed in Connect. The assignments will be automatically submitted on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. There are 13 exercises. You will only be graded on the highest 11 scores out of the 13.

- Portfolio assignment information will be shared in myclass site including the 5 part due dates. See the schedule for due dates as well.

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.
- The final exam for HR3200 will be a 2-hour exam.