

# PSYC\*7010, Course Outline: Fall 2017

## General Information

**Course Title: Recruitment and Selection**

**Course Description:**

The course explores organizational issues in the recruitment and selection of new employees. Topics may include: individual differences, human rights, survey-based job analysis, recruitment methods and outcomes, selection methods and outcomes, hiring, decision making and employee placement/classification.

**Credit Weight: 0.50**

**Academic Department (or campus): Psychology**

**Semester Offering: Fall 2017**

**Class Schedule and Location: Monday 2:30 – 5:20; CRSC Room 101**

## Instructor Information

Instructor Name: Deborah Powell

Instructor Email: dpowell@uoguelph.ca

Office location and office hours: MacKinnon Extension 4005; by appointment

## Course Content

**Specific Learning Outcomes:**

By the end of the course successful students will be able to:

1. Demonstrate understanding and application of:
  - i. Reliability and validity of measurement
  - ii. Job Analysis Methods
  - iii. Canadian employment laws that influence employee recruitment and selection (*depth and breadth of understanding*)
2. Understand the definition, advantages, disadvantages of different personnel selection tools, including: interviews, job sample tests, cognitive ability tests, personality tests (*information literacy, depth and breadth of understanding*)
3. Understand the advantages and disadvantages of different selection decisions making methods, and be able to make a recommendation (*problem solving*)

4. Use the empirical literature to develop a recruitment plan for an organization (*problem solving*)
5. Develop a personnel selection protocol for a specific job: use the psychological literature to evaluate the appropriateness of different tools and reject less acceptable methods, and express that plan in writing and verbally to a manager. (*information literacy, written communication, oral communication, intellectual independence; Independent Inquiry and Analysis*)
6. Demonstrate a well-developed ability to extract theoretical and empirical information from psychological articles (*information literacy, integrative communication*)
7. Commit fully to team tasks, contribute quality work, and excel in their personal contributions (*teamwork, personal organization and time management*)

**Lecture Content:**

- Measuring Individual Differences
- Employment Law, Standards, and Ethics
- Job Analysis
- Recruitment
- Interviewing
- Intelligence and Ability Testing
- Assessment Centres and Work Samples
- Personality and Integrity Testing
- Biodata, Situational Judgement Tests, Physical Ability Testing, Drug Testing
- Making Selection Decisions
- Applicant Reactions

## Course Assignments and Tests:

Assignment or Test	Due Date	Contribution to Final Mark (%)	Learning Outcomes Assessed
Participation	weekly	10%	Oral Communication; Depth and Breadth of Understanding
Discussion Leading (write questions, and lead discussion for one topic)	Multiple dates	15%	Time management; information literacy; Depth and Breadth of Understanding
Reflection paper	Weekly (must do 5 of 10)	25% (5% each)	Intellectual Independence; Written Communication
Client Interview (graded by client)	October 16	5%	Problem Solving; Independent Inquiry and Analysis
Team Contribution	December 8 (will be average of rating of all other group members)	5%	Teamwork; personal organization
Final Client Report	December 8	20%	Written Communication; Independent Inquiry and Analysis; Problem Solving
Final Client Presentation	December 1	20%	Integrative Communication; Oral Communication

## Course Resources

### Required Texts:

All course readings are available on CourseLink through the Library's online reserve system (ARES)

## **Course Policies**

### **Grading Policies**

The nature of this course does not allow for people to get behind in their assignments. If there is a compelling reason for a homework assignment to be handed after the due date, then of course, no points will be deducted. But, if such a reason exists, you must contact me BEFORE the due date.

### **Graduate Grade interpretation**

***Please note that these policies are binding unless academic consideration is given to an individual student.***

### **Course Policy on Group Work:**

The two major final assignments (client report and client presentation) will be completed in groups. Each group member is responsible for contributing to these projects to the best of their ability. Each group member will receive the same grade for the presentation and report; group members will grade each other on contribution to the group. Please come to see me as early as possible if you are having an problems with the equal distribution of work.

### **Course Policy regarding use of electronic devices and recording of lectures:**

Electronic recording of classes is expressly forbidden without consent of the instructor. When recordings are permitted they are solely for the use of the authorized student and may not be reproduced, or transmitted to others, without the express written consent of the instructor.

## **University Policies**

### **Academic Consideration**

When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor in writing, with your name, id#, and e-mail contact. See the academic calendar for information on regulations and procedures for

Academic Consideration:

**[Grounds for Academic Consideration](#)**

### **Academic Misconduct**

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community, faculty, staff, and students to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring.

University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection. Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

The Academic Misconduct Policy is detailed in the:

[Graduate Calendar](#):

### **Accessibility**

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment. Students requiring service or accommodation, whether due to an identified, ongoing disability or a short-term disability should contact [Student Accessibility Services](#) as soon as possible.

For more information, contact SAS at 519-824-4120 ext. 54335 or email [accessibility@uoguelph.ca](mailto:accessibility@uoguelph.ca) or the [Student Accessibility Services Website](#)

### **Course Evaluation Information**

Please refer to the [Course and Instructor Evaluation Website](#) .

### **Drop date**

The last date to drop one-semester courses, without academic penalty, is **November 3**. For regulations and procedures for Dropping Courses, see the [Current Graduate Calendar](#)