

Course Details:

Course Title: Recruitment and Selection

Credit Hours: 3

Course Code: HRM-815

Program: MBA 2K21

Sections:

Course Description:

A high-quality workforce is essential to the success of businesses today. This course provides the strategies, concepts and practices essential to the effective selection of personnel to accomplish a business objective. Emphasis is placed on recruiting, promoting, and retraining employees. The course covers job descriptions, interviewing techniques, assessment, testing, background investigations, legal requirements, reporting of results to management, employee orientation, and ethnic diversity issues. The course is based on articles, published journals, and Harvard cases. The course aims to expose the students to current research and practical recruitment issues prevailing in Pakistan.

Course Learning Outcomes:

CLO1 Develop a comprehensive understanding of the processes and systems for effective recruitment and selection.

CLO2 Examine current issues related to the recruitment and selection of employees.

CLO3 Recommend necessary steps, policies and procedures for effective recruitment and selection in diverse contexts.

CLO4 Organize and present ideas in a structured manner.

CLO5 Compose a written document which conveys their thoughts in a coherent and structured manner.

CLO6 Develop the capacity to work in different roles within team settings.

Program Goals & Learning Objectives:

Goals & learning objectives of the MBA Program are:

Goal 1: Students will be capable of critical thinking.

LO 1.1: Students will be able to solve problems with the application of business knowledge.

LO 1.2: Students will be able to evaluate competing decision criteria and alternatives.

Goal 2: Students will demonstrate leadership skills.

LO 2.1: Students will be able to develop the ability to lead and manage in teams.

LO 2.2: Students will be able to make sound decisions.

Goal 3: Students will learn to communicate effectively.

LO 3.1: Students will be able to communicate effectively in oral presentations.

LO 3.2: Student will be able to create professional reports.

Goal 4: Students will deal with the ethical dilemmas that arise in a business environment.

LO 4.1: Students will be able to identify ethical concerns emanating from a business situation.

LO 4.2: Students will be able to apply ethical guidelines to address business problems by examining a set of alternatives.

Mapping - CLOs with LOs

Learning Objective	LO 1.1	LO 1.2	LO 2.1	LO 2.2	LO 3.1	LO 3.2	LO 4.1	LO 4.2	Evaluation Item
CLO 1	●								Mid Term
CLO 2	●								End Term
CLO 3				●					Assignment # 2
CLO 4					●				Final Project
CLO 5						●			Final Project Report
CLO 6			●						Project Presentation

Legend: ✓ indicates mapped and assessed ● CLO, mapped but not assessed
and x unmapped CLO.

Required Course Material:

Textbook (s):

- The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention
- Strategic Workforce Planning by Ross Sparkman, Latest Edition.

Reference Book (s):

Human Resource Management, Garry Dressler, latest edition

Other Material:

- Harvard Business School Publishing (HBSP) - Case Studies
- CRC - Case Studies with Pakistan Context,
- CIPD reading material.

Course Evaluation:

Grading will be done as per NBS criteria. The breakup is as follows:

Final Exam	30%
Midterm	20%
Final Project	20%
Quizzes	15%
Assignments	15%

(Including Class Activities/Case Study Discussions)

Weekly Schedule:

Week	Lecture No. and Topic	Preparation Material	Session Outcomes (Students should be able to...)
1	LECTURE 1: Introduction to Recruitment and Selection	Overview of the course outline and the course	
2	LECTURE 2: Recruitment and Selection Preparation	Job Analysis: JD and JS	The Psychology of Employee Recruitment, Selection and Retention (CLO#1)
3	LECTURE 3: Internal and external sources of candidates	LinkedIn case	Identify different source of recruitment in current times (CLO#3)
4	LECTURE 4: Resumes, CV's, Cover Letters, and Applications	How to make the resume and cover letter	The Contribution of Others' Methods in Recruitment and Selection (CLO# 2)
5	LECTURE 5: Designing Tests	<ul style="list-style-type: none"> • The Basics and Personality Tests • Different types of personality testing 	The use of personality, situational and judgmental test (CLO# 2)
6	LECTURE 6: Designing Tests: Work Sampling, Assessment Centres	<ul style="list-style-type: none"> • Defining work sampling and assessment centres • Different activities for assessment centres. Designing 	Use of exercises and gamification (CLO# 1)

		and evaluating.	
7	LECTURE 7: Designing Interviews	<ul style="list-style-type: none"> The basics of recruitment interviews. 	Best practices, hiring diverse candidates, Hiring for cultural fit. (CLO# 3)
8	LECTURE 8: Interview session	Mock Interview Exercise	Exam Brief
9	<u>MID-TERM EXAM WEEK</u>		
10	LECTURE 9: Salary negotiations	How to negotiate in such interviews.	Paper Viewing
11	LECTURE 10: Salary Negotiations	HBSP - Role Play exercise	Traditional and interactionist approaches for salary negotiations.
12	LECTURE 11: On boarding - Orientation and Integration	Practical Work – In class activity for orientation designing.	Case Study Based Designing of Orientation Program
13	LECTURE 12: International Human Recourse Management	Talent management in a diverse workforce	Expats recruitment and selection in MNC's and global organizations (CLO# 3)
14	LECTURE 13: Employee turnover and strategies for retention	Team Exercise: Understanding power dynamics	Organizational culture and role of work – life balance in employee retention (CLO# 1)
15		Final Project	

		Presentations	
16		Final Project Presentations	
17		BUFFER WEEK	
18	FINAL EXAM WEEK		