**MAN 4320 - 001**

**CRN Number**

**Human Resource Recruitment & Selection**

**Term**

**Class Location**

**Class Meeting Time(s)**

**Instructor Information**

Jodi-Kay Reece, MSHRM

Office: FW 101

Email: [reecej@fau.edu](mailto:reecej@fau.edu)

Phone: (561) 297-3664

**Office Hours**

Tuesdays and Thursdays, 1:00-3:00 and by appointment in FW 101

**Required Text and Materials**

Phillips, Jean, and Gulley. (2015). *Strategic Staffing*. (Third Edition) New Jersey: Pearson ISBN 978-0133571769.

**Course Description**

This course is designed to provide an overview of the process by which organizations staff positions. Topics include job analysis and description, references and background checks, social networks and hiring, employment contracts & job offers, career planning and development, interview preparation, interviewing, and legal considerations.

**Course Prerequisites and Credit Hours**

MAN 3025, with a grade of C; 3 credits.

**Class Time Commitments**

According to Florida Administrative Code, Rule 6A-10.033, students must spend a minimum 2,250 minutes of in-class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for exams and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required. The course schedule for this course reflects this expectation of students.

**Course Learning Objectives**

Students who take this course will be able to:

* Analyze current staffing practices used to recruit a pool of qualified candidates
* Identify recruitment sources and strategies for the design of effective recruitment ads using internet media
* Develop a job analysis and job description to identify important job related skills for particular occupations
* Screen applicants using application forms, cover letters and resumes.
* Develop interviewing skills using in-person and distance/global methods
* Understand technical and legal considerations of interviewing and recommend a complete strategy for navigating the interview process
* Construct and critique selection procedures, including determining the employees who best fit organizational needs and best practices for making a successful offer

**Grading Scale**

475-500 = A 450-474 = A- 435-449 = B+   
415-434 = B 400-414 = B- 385-399 = C+   
365-384 = C 350-364 = C- 335-349 = D+   
315-334 = D 300-314 = D- Below 300 = F

**Course Evaluation Method**

Grades will be based on a 500-point scale, as indicated above.

**Exams**

Quiz on Chapters: \_\_\_\_\_\_/60 Points (12%)

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Quiz on Chapters: \_\_\_\_\_\_/60 Points (12%)

**Group Projects**

Group Project: Recruitment & Selection Drive (Report) \_\_\_\_\_/ 75 Points (15%)

Group Project: (Role Play Interviews) \_\_\_\_\_ / 75 Points (15%)

Resume, Cover Letter & Thank You Letter \_\_\_\_\_\_/20 Points (4%)

Final Exam \_\_\_\_/100 Points (20%)

Attendance & Participation \_\_\_\_/ 50 Points (10%)

Course Grade\_\_\_\_\_\_\_\_\_ /500 Points

**Additional Course Policies**

**Missing Exams**

If you foresee that you will miss an exam due to athletic trips or religious holidays you must contact me within the first week of classes to discuss your situation and arrange an alternate exam date. In the unfortunate event of serious illness or family emergency you must contact me before the exam begins to discuss your situation and arrange for an alternate date. Documentation is required for all circumstances before the alternate date will be given. Failure to follow the abovementioned guidelines will typically result in an exam grade of zero. In very limited circumstances a make-up exam may be given, but students will receive half-credit (50% deduction from earned exam grade). All makeup exams must be completed within 7 calendar days of the missed/originally scheduled exam.

**Late Assignments**

All written assignments must be turned in via Canvas by the due date listed in the syllabus. Late assignments will not be accepted and will earn a grade of ‘zero’ NO EXCEPTIONS

**Attendance Policy**

If you have an emergency, call or email me within 24 hours. You will be held responsible for all assignments during the missed class. Absences can impact your course grade. All students are expected to be on-time for class. Tardiness is hurtful and disruptive to you and the others in your class.

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University- approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.

**Course Outline**

Course topical outline, including dates for exams/quizzes, papers, completion of readings

Include a breakdown of topics covered (generally, by class day or by week), deadlines for course assignments/requirements, and dates of exams and quizzes. Also include any supplemental/suggested assignments/readings. It is helpful to also include the last day to drop without receiving a failing grade.

**Selected University and College Policies**

**Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty.

For more information, please see FAU Regulation 4.001 at: [FAU Regulation 4.001](http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf).

**Disability / Accessibility Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures.  Their web site is:  <https://fau.edu/sas>.

**Religious Accommodation Policy Statement**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](http://www.fau.edu/regulations/chapter2/Reg%202.007%208-12.pdf).

**University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student’s responsibility to notify the course instructor at least one week prior to missing any course assignment.

**Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

**Course Outline**

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| *DATE* | *TOPIC* | *ASSIGNMENT DUE* |
| Week 1 | Introductions, Class expectations, Syllabus review, Chapter 1 | * Read Chapter 1 |
| Week 2 | Chapter 3: The Legal Context Chapter 4: Strategic Job Analysis & Competency Modeling | * Read Chapters 3 & 4 |
| Week 3 | Chapter 5: Forecasting & Planning Review Exercises for Exam # 1 | * Read Chapter 5 |
| Week 4 | Chapter 6: Sourcing: Identifying Recruits Chapter 7: Recruiting Exam # 1: Covers Chapters 1, 3 & 4 | * Read Chapters 6 & 7 * Exam # 1 in-class |
| Week 5 | Chapter 9: External Selection Chapter 10: Internal Selection | * Read Chapters 9 & 10 |
| Week 6 | Chapter 11: Choosing & Hiring Candidates | * Read Chapter 11 |
| Week 7 | Case Studies Discussion Review Exercises for Exam # 2 | * Resume, Cover Letter & Thank You Letter * Read Case Studies |
| Week 8 | Exam # 2: Covers Chapters 5, 6, & 7 | * Exam # 2 in-class |
| Week 9 | Chapter 12: Managing Workforce Flow Chapter 13: Staffing System Evaluation & Technology | * Read Chapters 12 & 13 |
| Week 10 | Project Work Day |  |
| Week 11 | Review Exercises for Exam # 3 |  |
| Week 12 | Exam # 3 Covers Chapters 9, 10 & 11 | * Exam # 3 in-class |
| Week 13 | Group Presentations: Recruitment & Selection Drive **(Reports)** | * Recruitment & Selection Drive Presentation & Report |
| Week 14 | Group Presentations: Recruitment & Selection Drive (**Interviews)** | * Role Play Interviews, Offer Letter & Employment Contract |
| Week 15 | Group Presentations: Recruitment & Selection Drive **(Interviews)** | * Role Play Interviews, Offer Letter & Employment Contract |
| Finals | Final Exam Covers Chapters 12 & 13 | * Final Exam in-class |

**DESCRIPTION OF MAN 4320 EXAMS AND ASSIGNMENTS**

**Exams** **(3 exams @ 60 points each):** Exams will consist of multiple choice, true/false questions and 2 short answer questions.

**Final Exam** **(100 points):** Final exam will consist of multiple choice, true/false questions and one essay question.

**Group Project: Recruitment & Selection Drive Report (75 points):**  You will work in groups for this assignment. Each group will consist of 4-5 students and will be formed on the second day of class. Playing the role of consultants to a predetermined organization your group will develop a recruiting and selection plan to fill an assigned vacancy. A written portfolio containing the following items should be included:

* Brief overview/company profile of your consulting practice e.g. organizational structure, staff bios, and services offered etc. **(5 points)**
* Company Profile of the client **(5 points)**
* Report of basic job content - Report should give an overview of job content including: job title, industry where the job is found, a description of basic duties, a description of basic qualifications, and a description of the job's role in the organization. **(5 points)**
* Job Analysis **(15 points)**
* Job Description **(10 points)**
* Employment Ad: Your group will identify recruitment sources and create an appropriate employment advertisement to recruit the position you analyzed. **(10 points)**
* Recruitment Sources: Description of recruitment sources (**3 external, 1 internal**) including where the ad will run - Report should contain an appropriate number of advertising sources for the position to be filled and describe how each source will be used to generate applicants. Sources chosen should produce a diverse applicant pool. Report should also contain prices for all sources. **(5 points)**
* Employment Application: This will be a PDF or word document of the job application needed that applicants to the position will complete. This should include legal disclaimers and EEOC statements. The application should be an **original** design made **specifically** for the position being filled. **(10 points)**
* Group Presentation Your group will do a 15 minute presentation to the board of directors of the company to which you have been assigned. In this presentation your group will briefly explain the recruitment and selection plan designed by your consulting practice to fill the proposed vacancy **(10 points)**

**Group Presentation: Recruitment & Selection Drive Role Play Interviews (75 points):** It is now interview day;your group will be conducting job interviews for the assigned position. Each group will be given specific time slots to present/interview. Please dress and act as you would for a job interview (professional dress, silenced phones, promptness etc.)

* The group will interview 2 candidates (2 members from your own team) and the remaining members will serve as the interview panel (group decides on panel and candidates).
* The candidates and panel will come with questions prepared for the interview which will last no more than 10 minutes each. **(20 points)**
* Group members will be given ‘Wild Card’ related questions to ask on the day of the presentation by the instructor; so be prepared to answer questions that may be asked in these scenarios. **(15 points)**
* At the end of the class groups will have 15 minutes to discuss their findings and finalize and submit interview notes. **(20 points)**
* One member of each group will email me a copy of an offer letter and employment contract for the position within 3 business days from the date of the interview. **(10 points)**
* Presentation: Attire and adhering to time guidelines **(10 points)**

**Resume, Cover Letter & Thank You Letter (20 points):** You will create your personal resume, a cover letter and a thank you letter for a position you would like to apply for after graduation.

* Resume **(10 points)**
* Cover Letter **(5 points)**
* Thank You Letter **(5 points)**