



COURSE OUTLINE

COURSE NUMBER:	DPS 15251 1904
COURSE NAME:	Recruitment and Selection
COURSE PRE-REQUISITE(S):	Principles of Human Resource Management
INSTRUCTOR:	Colin Finlay
INSTRUCTOR CONTACT:	finlay-c@webmail.uwinnipeg.ca
DATES AND TIME:	February 19 – April 8, 2020 7 Wed, 9:00 a.m. – 4:00 p.m.
EXAMINATION DATES:	Final Exam (Invigilated) April 8, 2020 1:00 p.m. – 4:00 p.m.

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	Laptop required
REQUIRED READINGS:	Cantano, V., Wiesner, W., & Hackett, R. (2017). Recruitment and selection in Canada. (7th ed.). Toronto, Ontario : Nelson Education Please refer to Nelson Publisher Micro-Site option for E-books

Consult the bookstore [website link](#) for the most recent textbook edition

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:

Finding highly skilled workers can be a challenging prospect for any HR practitioner. This course introduces leading edge recruitment and selection practices that go beyond the standard approach and will help you attract the quality of talent to fit your organizational needs. Topics include recruitment practices in the private and public sectors, professional and legal requirements, and screening, testing, and interviewing methodology.

LEARNING OUTCOMES:

On completion of this course, students should be able to:

- Identify the role recruitment plays in the overall business strategy;
- Recognize how recruitment operates differently in unionized and nonunionized environments;
- Design a recruitment strategy that aligns with business objectives and staffing requirements;
- Recognize how labour market trend and labour supply fluctuations impact the recruitment process;
- Develop a comprehensive recruitment tool kit including job descriptions, interview questions and job offer letters, etc.;
- Utilize various structured interview techniques, write appropriate interview questions for a specific job posting and articulate selection criteria;
- Apply objective measures to evaluate job performance and finalize selection decisions;
- Understand how Canadian and provincial human rights laws, legislations and policies impact the hiring process.

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS	REQUIRED READINGS
February 19	AM: Intro to Recruitment and Selection, Reliability and Validity PM: Legal Issues	Chapters 1,2,3
February 26	Job Analysis and competency Models	Chapter 4
March 4	Planning and Applicant Pools	Chapter 6, Chapter 7
March 11	AM: Applicant Screening PM: Testing and Other Assessments	Chapter 8

March 18	AM: Interviewing PM: Decision Making	Chapter 9 and 10
April 1	Evaluation and Job Performance	Chapter 5
April 8	Exam 1:00 p.m. – 4:00 p.m.	

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
20%	Discussion Questions – 6 Discussions that will ask students about the topics discussed in class	Each Sunday after class
20%	Online Quizzes – 2 quizzes (10% each) to be conducted online that test the technical aspects of the course material	Quiz #1: Chapters 1 – 4, due online March 1 Quiz #2: Chapters 6 – 10, due online March 22
30%	Individual Assignments – 2 assignments (1x15% and 1x15%) that will ask students to apply the knowledge they are learning to the workplace	Assignment #1: Job analysis and position description, due March 8 Assignment #2: Screening and Selection plan, due April 5
30%	Final Exam – A comprehensive exam of multiple choice, short answer and long answer questions of all course topics	April 8

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students’ responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA	<u>Pass/Fail</u>	
A+	96-100	4.50	P	Pass
A	91-95	4.00	F	Fail
A-	83-90	3.75	<u>Non-Graded</u>	
B+	75-82	3.50	CP	Certificate of Participation (75% Attendance)
B	70-74	3.00	NC	No Certificate of Participation
C+	66-69	2.50	<u>Special Designations</u>	
C	57-65	2.00	I	Incomplete
D	50-56	1.00	TC	Transfer Credit
F	<50	0.00	S	Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.