



COURSE OUTLINE

COURSE NUMBER:	DPS 15251 2001
COURSE NAME:	Recruitment and Selection
METHOD OF DELIVERY:	ONLINE
COURSE PRE-REQUISITE(S):	Principles of Human Resource Management
INSTRUCTOR:	Tanya Cole
INSTRUCTOR CONTACT:	tcolehrstudents@gmail.com
COURSE WEBSITE:	https://nexus.uwinnipeg.ca/
SUPPLIES:	Computer and Internet Access
COURSE OPENS:	April 6, 2020
COURSE CLOSES:	June 28, 2020
EXAMINATION DATES:	June 30, 2020 (Online via Nexus) 6:00pm – 9:00pm

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
TEXTBOOK:	Cantano, V., Wiesner, W., & Hackett, R. (2017). Recruitment and selection in Canada. (7th ed.). Toronto, Ontario : Nelson Education Consult the bookstore website link for the most recent textbook edition
PRE-COURSE READING:	see lecture schedule

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:

Module 1 April 6 – April 12	Introduction to Recruitment and Selection (Chapter 1)
Module 2 April 13 – April 19	Reliability and Validity (Chapter 2)
Module 3 April 20 – April 26	Legal Issues (Chapter 3)
Module 4 April 27 – May 10	Job Analysis and Competency (Chapter 4)

Module 5 May 11 – May 17	Job Performance (Chapter 5)
Module 6 May 18 – May 24	The first Step in the Selection Process (Chapter 6)
Module 7 May 25 – May 31	Applicant Screening (Chapter 7)
Module 8 June 1 – June 7	Testing and Other Assessments (Chapter 9)
Module 9 June 8-14	Interviewing (Chapter 9)
Module 10 June 15-28	Decision Making (Chapter 10)
June 30	Final Exam (Online via Nexus) Maximum time allowance: 3 hours

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
7.5%	Discussions Forums (3 x 2.5%)	End of Module of 2 (April 19) End of Module of 6 (May 17) End of Module of 9 (June 14)
12.5%	Online Quizzes (4 x 3.125%)	End of Module 3 (April 26) End of Module 6 (May 24) End of Module 9 (June 14) Module 10 (June 21)

15%	Job Analysis and Job Description: Individual Assignment Further instructions for this assignment will be provided online	End of Module 7 – May 31
15%	Creating Interview Questions: Individual Assignment Further instructions for this assignment will be provided online	End of Module 9 – June 14
20%	Recruitment Strategy: Individual Assignment Further instructions for this assignment will be provided online	End of Module 10 – June 28
30%	Final Exam –The exam format will a case study with questions.	June 30, 2020 6:00 p.m. – 9:00 p.m. On Nexus (on-line)

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- **Part time** and **online** course evaluations will be emailed to you

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.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
0-2%	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.

3-5%	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent, or late, for the start of the class or returning to class after break
6-8%	Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.
9-10%	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

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.

OTHER EXPECTATIONS/GENERAL INFORMATION/GENERAL POLICIES:

Students are responsible for any course-related announcements or information that may be posted to the Course Website.

Students are responsible for ensuring they meet the minimum technological requirements for full participation in all aspects of the course (<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/forms/Technical%20Requirements%20for%20Online%20Students.pdf>) **The failure of personal computers and/or internet connectivity is not a valid reason to miss assignment or quiz deadlines, excepting when such incidents are a direct result of outages of the university system used for this course (i.e. Nexus).** Students with less reliable internet access are encouraged to avoid writing quizzes at the last minute to minimize the possibility of missed deadlines.

Regular participation in online discussion is a key component of this course. Students are responsible for checking the Course Website and the discussion boards twice a week at a minimum. You are expected to respond to group members in a timely manner (within 36 hours). During weeks in which group assignments are due more frequent contact may be required.

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

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

Pass/Fail

P	Pass
F	Failure

Non-Graded (Audit)

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

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.