

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> BUS 314		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>																	
<b>Course Full Title:</b> Recruitment and Selection <b>Course Short Title (if title exceeds 30 characters):</b>																			
<b>Faculty:</b> Faculty of Professional Studies		<b>Department (or program if no department):</b> School of Business																	
<b>Calendar Description:</b> Students will learn about employment law, how to construct accurate job descriptions, how to identify and attract qualified candidates, and how to develop reliable and valid techniques for screening and selection. Students will be introduced to theoretical perspectives and contemporary research.																			
<b>Prerequisites (or NONE):</b>		45 university-level credits including BUS 201.																	
<b>Corequisites (if applicable, or NONE):</b>		None																	
<b>Pre/corequisites (if applicable, or NONE):</b>		None																	
<b>Equivalent Courses (cannot be taken for additional credit)</b> Former course code/number: <b>BUS 309A, BUS 309D</b> Cross-listed with: Equivalent course(s): <i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>		<b>Transfer Credit</b> Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Transfer credit requested (OReg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form) Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> .																	
<b>Total Hours: 45</b> <b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>33</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td>12</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>45</b></td> </tr> </table>		Lecture hours	33	Seminars/tutorials/workshops		Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities	12	Other contact hours:		<b>Total</b>	<b>45</b>	<b>Special Topics</b> Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
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<b>Total</b>	<b>45</b>																		
		<b>Maximum enrolment (for information only): 25</b> <b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Fall or Winter																	
<b>Department / Program Head or Director:</b> Dr. Frank Ulbrich		<b>Date approved:</b> November 2016																	
<b>Faculty Council approval</b>		<b>Date approved:</b> December 9, 2016																	
<b>Campus-Wide Consultation (CWC)</b>		<b>Date of posting:</b> January 20, 2017																	
<b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass		<b>Date approved:</b> December 9, 2016																	
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> February 24, 2017																	

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Identify the federal and provincial legislation affecting the processes of recruitment and selection;
- LO 2. Describe the process by which an accurate and useful job description is developed;
- LO 3. Apply the knowledge of job descriptions to develop job postings and advertisements;
- LO 4. Identify appropriate labour markets for recruitment and be able to develop recruitment campaigns targeted to those markets;
- LO 5. Create interview strategies based on sound selection principles;
- LO 6. Apply common methods of collecting information about job candidates and/or distinguishing between candidates (e.g. testing, reference checks);
- LO 7. Critically evaluate the recruitment and selection practices being used by organizations.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, student presentation, simulation, online instruction, guest lectures, and group learning.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Catano, V.M., Wiesner, W.H., & Hackett, R.D.	Recruitment and Selection in Canada	<input checked="" type="checkbox"/>	Nelson Education Limited	
2.			<input type="checkbox"/>		
3.			<input type="checkbox"/>		
4.			<input type="checkbox"/>		
5.			<input type="checkbox"/>		

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

Final exam:	-	Assignments:	25%	Midterm exam:	-	Practicum:	-
Quizzes/tests:	30%	Lab work:	-	Field experience:	-	Shop work:	-
Class participation:	10%	Group presentation:	15%	Online assignments:	20%	Total:	100%

**Details (if necessary):****Typical Course Content and Topics**

Module One: Introduction to recruitment and selection (LO 1–7)

- Social and economic factors affecting recruitment and selection
- Introduction to ethical issues and professional standards
- Best practices in recruitment and selection

Module Two: Foundational legal issues (LO 1)

- Non-discriminatory practices
- Human rights legislation
- Accommodation of physical and mental disability
- Proper practice guidelines

Module Three: Job analysis and job descriptions (LO 2, 3)

- Work and job analysis
- Job analysis interviews and direct observation
- Rating task statements and KSAOs
- Developing task inventories
- Writing job descriptions based on job analysis

Quiz and online assignments (LO 1–3)

Module Four: Strategic recruitment (LO 4)

- Labour markets and recruitment
- Locating and targeting the applicant pool
- Timing of recruitment initiatives
- Recruitment sources

- E-recruiting
- Evaluating recruiting efforts

Online assignment (LO 4)

Module Five: Strategic selection (LO 5, 6)

- Screening and writing resumes
- Introduction to validity and reliability of assessment testing
- Choosing an appropriate assessment test for the job
- Informational and screening interviews
- Developing a structured interview: situational and behavioural interviews

Quiz and online assignments (LO 4–6)

Module Six: Recruitment and selection decisions (LO 7)

- Understanding the resistance of statistical approaches to recruitment and selection
- Application of scientific knowledge to recruitment and selection decisions
- Making a reliable and valid decision on who to hire

Group assignment and team presentation (LO 1–7)