



# Business Administration

## Course Outline

<b>COURSE NUMBER:</b>	BUAD 246
<b>COURSE TITLE:</b>	RECRUITMENT AND SELECTION
<b>CREDITS:</b>	3
<b>CALENDAR DESCRIPTION:</b>	This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing.
<b>SEMESTER &amp; YEAR:</b>	Fall 2008 (Also offered by Distance Education)
<b>PREREQUISITE:</b>	BUAD 269
<b>CO-REQUISITE:</b>	None
<b>PREREQUISITE TO:</b>	None
<b>FINAL EXAM:</b>	Yes
<b>HOURS PER WEEK:</b>	3
<b>GRADUATION REQUIREMENT:</b>	Elective – BBA & Diploma, Human Resources Management option
<b>SUBSTITUTABLE COURSES:</b>	None
<b>TRANSFER CREDIT:</b>	
<b>SPECIAL NOTES:</b>	Students who have received credit for BUAD 271 cannot take BUAD 246 for further credit
<b>DEVELOPMENT DATE:</b>	August 2002
<b>REVISION DATE:</b>	August 2007

**DEPARTMENT CHAIR'S SIGNATURE:**

A handwritten signature in black ink, appearing to be "C. J. ...", written over a horizontal line.

**PROFESSOR:**

Cathy Fitzgerald\* 762-5445 #4579 Kelowna: L301E [cfitzgerald@okanagan.bc.ca](mailto:cfitzgerald@okanagan.bc.ca)

**COURSE DESCRIPTION**

The practice of recruitment and selection is studied within the context of the global economy, expanding technology and the changing workforce. Throughout the semester, each component investigates the importance of empirical evidence for meeting legal and other requirements. The process itself begins with the identification of recruitment and selection needs, and it continues with the importance of recruitment strategies and selection techniques for attracting the most qualified workers. Once the strengths and weaknesses of employment interviews are explored in-depth, the information from the various selection methods is combined for making employment decisions. Discussing means for evaluating the effectiveness of recruitment and selection practices completes the process.

**C.H.R.P.****RECRUITMENT & SELECTION REQUIRED PROFESSIONAL COMPETENCIES (RPC's)**

This course reflects the body of knowledge (RPC's outlined below) required by students to pass the R&S section of the new national knowledge exam, given by the Canadian Council of Human Resource Associations, as one of the steps towards granting of the HR designation, the C.H.R.P. Each of the following RPC's are described and expanded on throughout the chapters in the text. You can go to the [BC Human Resource Management Association](#) and the [Canadian Council of Human Resources Associations](#) websites for more information.

**COURSE OBJECTIVES**

The human resources professional develops and implements programs for the recruitment, selection and orientation of new employees, and monitors the effectiveness of these programs.

- Identifies the organization's HR needs
- Identifies potential sources of qualified candidates
- Implements and monitors processes for attracting qualified candidates
- Evaluates recruiting effectiveness
- Analyses position requirements to establish selection criteria
- Establishes screening and assessment procedures
- Establishes appointment procedures
- Selects candidate(s) and negotiates terms and conditions of employment
- If necessary, develops orientation policies and procedures for new employees
- Evaluates screening, selection and orientation processes and outcomes at the organizational level
- Implements deployment procedures ensuring necessary compensation and benefit changes and education plans are addressed
- Develops deployment procedures, (eg. transfers, secondments and reassignment)

**REQUIRED READINGS****Texts:**

Recruitment and Selection in Canada, 3<sup>rd</sup> ed. Catano, V.M. et al., Nelson, A Division of Thomson Canada Ltd. 2005.

Recommended:

Behaviour Description Interviewing: New, Accurate, Cost Effective, Janz, T., Allyn & Bacon, Inc., 1986.

**LEGISLATION****BC Legislation:**

You can access the following BC Acts/Codes and enforcing bodies under the Ministry of Skills Development and Labour [www.labour.gov.bc.ca/](http://www.labour.gov.bc.ca/) or you can go directly to the legislation's homepage.

BC Employment Standards Act and the Employment Standards Branch [www.labour.gov.bc.ca/](http://www.labour.gov.bc.ca/)  
*BC Basic Employment Conditions/Minimum Terms of Employment* see:

- Employment Standards Branch
- A Guide to the Employment Standards Act

BC Human Rights Code and the BC Human Rights Tribunal [www.bchrt.bc.ca/](http://www.bchrt.bc.ca/) see:

- Tribunal Guides and Information Sheets
- Guide 1: The BC Human Rights Code and Tribunal

BC Labour Relations Code and the Labour Relations Board [www.lrb.bc.ca/](http://www.lrb.bc.ca/)  
*BC Labour/Union Legislation/Protects the Trade Unions' Right to Organize Employees* see:

- Labour Relations Board
- Code Guide

BC Workers' Compensation Act and the WorkSafe BC [www.worksafebc.com/](http://www.worksafebc.com/)

See: Occupational Health and Safety (OHS) Regulations

Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection Act (PIPA) and The Office of the Information and Privacy Commissioner [www.oipcbc.org/](http://www.oipcbc.org/)

Additional information on PIPA and The Hiring Process can be found at [http://www.oipcbc.org/pdfs/private/PIPAHiringFAQ\(10APR06\).pdf](http://www.oipcbc.org/pdfs/private/PIPAHiringFAQ(10APR06).pdf)

**Federal Legislation:**

Canada Labour Code and Human Resource Development Canada [www.labour.gc.ca/](http://www.labour.gc.ca/)

Employment Standards Legislation in Canada , Canada Labour Code, Part III and Regulations

Industrial Relations Legislation in Canada , Canada Labour Code, Part I

Occupational Health and Safety (Reports on Canadian Laws) ,Canada Labour Code, Part II Acts, Exclusions and Regulations

Canadian Human Rights Act and the Canadian Human Rights Commission [www.chrc-ccdp.ca/](http://www.chrc-ccdp.ca/)

Constitution Act of 1982 <http://www.justice.gc.ca>

*Contains the Canadian Charter of Rights and Freedoms which guarantees fundamental rights to every Canadian*

Privacy Act and Access To Information Act [www.infosource.gc.ca](http://www.infosource.gc.ca)

Canada Revenue Agency <http://www.cra-arc.gc.ca/>

**EVALUATION PROCEDURE**

Assignment (Section 1 and 2)	40%
WebCT Chapter Quizzes	10%
Discussion Exercises and Participation	10%
Final Examination	40%
TOTAL	100%

## COURSE SCHEDULE

(Oct 13 Thanksgiving Holiday Monday – no class)  
 (Nov 11 Remembrance Day Holiday Tuesday – no class)  
 (No Reading Break)

Week	Subject/Readings	Chapters
	(Sept 1 Labour Day Holiday Monday) (Sept 2 Orientation Day Tuesday)	
1 (Sept 4)	An Introduction to Recruitment & Selection	Chapter 1
2 (Sept 9 & 11)	Measurement, Reliability and Validity / HRIS	Chapter 2
3 (Sept 16 & 18)	Legal Issues	Chapter 3
4 (Sept 23 & 25)	Job Analysis and Competency Models	Chapter 4
5 (Sept 30 & Oct.2)	Recruitment, Selection and Job Performance	Chapter 5
6 (Oct.7& 9)	<b>ASSIGNMENT –SECTION 1: HUMAN RESOURCE PLANNING DUE</b>	SUBMIT- Through WebCT Drop Box
7 (Oct.14& 16)	Recruitment : The First Step in the Selection Process	Chapter 6
8 (Oct. 21 & 23)	Selection I : Applicant Screening	Chapter 7
9 (Oct.28 & 30)	Selection II: Testing	Chapter 8
10 (Nov. 4 & 6)	Selection III: Interviewing	Chapter 9
11 (Nov. 13)	Selection III: Interviewing	Chapter 9
12 (Nov. 18 & 20)	Selection III: Interviewing / Decision-Making	Chapter 10
13 (Nov. 25 & 27)	<b>ASSIGNMENT –SECTION 2: STAFFING DUE</b>	SUBMIT-Through WebCT Drop Box
14 (Dec. 2 & 4)	Integration/Summary/Exam Review	
Dec. 8 - 18	<b>FINAL EXAM PERIOD</b>	

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar (page 154), which is available in printed and online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 5<sup>th</sup> edition (2001). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension or expulsion from OC.