Business Administration

Course Number:	**BUAD 246**
Course Title:	**RECRUITMENT AND SELECTION**
Credits:	3
Calendar Description:	This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing. *(also offered by Distance Education)*
Semester and Year:	**FALL 2020**
Prerequisite(s):	BUAD 269
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Human Resources Management Specialty – Required Diploma, Human Resources Management Option – Elective
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students who have received credit for BUAD 271 cannot take BUAD 246 for further credit
Originally Developed:	February 2000
EDCO Approval:	
Chair's Approval:	

Name	Phone Number	Office	Email
Course Captain Roberta Sawatzky	N/A	N/A	rsawatzky@okanagan.bc.ca
Rob Crawford	N/A	N/A	rcrawford@okanagan.bc.ca

Learning Outcomes

Upon completion of this course students will be able to

- examine how recruitment and selection contributes to effective HR management and organizational performance.
- identify an organization's human resources needs and potential sources of qualified candidates.
- implement processes for attracting qualified candidates.
- analyze position requirements to establish selection criteria.
- differentiate between employee screening and employee selection.
- critique different assessment tools.
- evaluate recruitment, screening, selection, and orientation processes and outcomes at the organizational level.

Course Objectives

This course will cover the following content:

- Overview and foundations of recruitment and selection
- Reliability and validity of contemporary recruitment and selection practices
- Legal considerations in the recruitment and selection process
- Job analysis and competency models
- Job performance measurement and its impact on recruitment and selection
- Role of recruitment in Human Resource planning
- Screening procedures
- Testing and other assessments used in Human Resource selection
- Traditional and alternative approaches to employment interviewing
- Reducing subjectivity and error in selection decisions

Evaluation

Major Project (Group)	30%
Term Work (Individual)	40%
Final Exam	30%
Total	100%

Notes

Students must receive a passing grade on the final exam in order to pass the course.
Term work may include presentations, quizzes, learning journals, and in-class assignments.

Required Texts/Resources

Catano, V.M. et al (2016). Recruitment and Selection in Canada, 7th ed. Toronto, ON: Nelson.

Course Schedule

Date		Topic	Text	Guest Speaker/ Project Sections / Deliverables
2020 Week of:		Wednesday, September 9 – First Day of Classes Monday, October 12 – Statutory Holiday Wednesday, November 11 – Statutory Holiday		
Sept.		Introduction to Recruitment & Selection	Ch. 1	
		Reliability and Validity	Ch. 2	Internal/External Environment Major Project – introduction, group formation, idea generation
		Legal Issues	Ch. 3	Guest, Employment Law Expert HR Rep – Overview of Recruitment at the College, HR Strategy, Planning for Recruitment
		Job Analysis & Competency Models	Ch. 4	HR Rep – Overview of Hiring Environment in Unionized/Non-Unionized Environments
		Job Analysis and Competency Models Recruitment, Selection and Job Performance	Ch. 5	HR Rep – Overview of Creating Job Descriptions Part 1 summaries Part 1Team Presentations (Teams 1, 2, 3, 4)
Oct.		Recruitment, Selection and Job Performance	Ch. 5	Part 2 summaries Part 2 Team Presentations (Teams 5, 6, 7, 8)
		Recruitment: The First Step in the Selection Process	Ch. 6	HR Rep – Recruitment Methods
		Selection I: Applicant Screening	Ch. 7	
		Selection I: Applicant Screening Selection II: Testing	Ch. 8	HR Rep – Assessment and Selection Strategies and Pitfalls
Nov.		Selection II: Testing Selection III: Interviewing	Ch. 9	HR Rep – Interviewing Skills
		Selection III: Interviewing - Practice - Attendance MANDATORY	Ch. 9	
		Decision Making	Ch. 10	Part 6 summaries
		Group discussions on part 6		Parts 3,4,5 Written Report Team presentations (all teams)
Dec.		Group Review/Final Prep		Learning Journals
Dec		FINAL EXAM PERIOD		

SKILLS ACROSS THE BUSINESS CURRICULUM

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

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, which is available in online format 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, 7^{h} edition (2019). 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 from OC.