

**COURSE OUTLINE—NEW COURSE FOR BAS SUPERVISION AND  
ORGANIZATIONAL MANAGEMENT  
MAN4320—HUMAN RESOURCE RECRUITMENT AND SELECTION**

**I. COURSE NUMBER AND TITLE**

MAN4320 Human Resource Recruitment and Selection

**II. COURSE DESCRIPTION**

MAN4320 is a 3 credit hour course addressing the design and operation of systems for employee recruitment and selection, including current practice and issues. Major topics include theoretical issues in staffing, federal law relating to staffing, design and operation of recruitment and selection systems and current practice.

**III. RATIONALE**

The Bachelor of Applied Science in Supervision and Organizational Management (BAS SOM) program is designed to equip students with technical and applied management skills, enabling them to enhance the productivity and efficiency of organizations. MAN4320 is a required course for completion of the Human Resource Management concentration in the BAS SOM program and will introduce students to strategies used in personnel staffing, planning, recruiting and selection. Students will enroll in this course during their second year in the program.

**IV. IMPACT ASSESSMENT**

This is a required course for students focusing in the Human Resource Management concentration. Prerequisites: MAN3930, at minimum an AA or AS degree, college admission requirements, and admission to the SOM degree program, or with departmental permission. The course will require additional course loads for existing faculty or the hiring of part-time faculty.

**V. COURSE LEARNING OUTCOMES (SOM Program Outcome)**

1. Understand and assess personnel staffing functions of an organization, including objectives, techniques, and procedures for forecasting labor needs, recruiting candidates and selecting employees. (HR #4)
2. Evaluate legal situations in management, including regulatory and liability issues, contract law, and human resources/labor relations/employment law. (SOM#3)

## **VI. GENERAL OBJECTIVES OF THE COURSE**

1. Analyze current staffing practices used to recruit a pool of qualified candidates
2. Understand technical and legal considerations of interviewing and recommend a complete strategy for navigating the interview process
3. Construct and critique selection procedures, including determining the employees who best fit organizational needs and best practices for making a successful offer
4. Evaluate an organizations staffing policies and practices, including orienting new employees

## **VII. TOPICAL OUTLINE**

1. Recruitment Challenges
2. Applicant and Employer Perspectives
3. Staffing Legislation and Regulation
4. Recruitment Sources
5. Electronic Recruiting
6. Interview Preparation, Interviewing, and Legal Considerations
7. Competency-Based Questions
8. Interview Components and Documenting the Interview
9. Preemployment Testing
10. References and Background Checks
11. Social Networks and Hiring
12. The Selection Process and Selection Tests
13. Organizational Orientation and Web-Based Orientation
14. Performance Appraisal
15. Career Planning and Development
16. Staffing System Administration
17. Evaluating the Staffing Function

## **VIII. SUGGESTED METHODS OF INSTRUCTION**

1. Lecture
2. Case studies
3. Online resources

## **IX. SUGGESTED METHODS OF EVALUATION**

1. Quizzes
2. Individual projects
3. Class discussions
4. Exams

## **X. TEXTBOOK**

Arthur, Diane. 2012. *Recruiting, Interviewing, Selecting & Orienting New Employees*. 5<sup>th</sup> ed, AMACOM Books, ISBN 0814420249.

Donald L. Caruth, D.L., G.D. Caruth, and S.S. Pane 2008. *Staffing the Contemporary Organization: A Guide to Planning, Recruiting, and Selecting for Human Resource Professionals*. 3<sup>rd</sup> ed, ABC-CLIO, ISBN 978-0-313-35670-4