Prerequisites

Graduate standing.

Description

Study of theory, principles, and legal requirements for effective recruitment, selection, and promotion in organizational settings. The course provides an in-depth analysis of tools, techniques and statistical concepts applied to the fundamental HR function.

Objectives

On completion of the course, the student should be able to:

1. Recruit a pool of qualified job applicants internally and externally, within the confines of the law, using résumés, applications, and reference checks.
2. Apply the concepts of validity and reliability to recruitment, selection, and promotion.
3. List and describe the basic types of reliability estimates relevant to multi-item measures, including test-retest, split-half, and internal-consistency.
4. Describe inter-rater reliability and the types of measures to which it best applies, including its relevance to interviewer effectiveness.
5. Analyze staffing issues from the perspective of employment discrimination laws and considerations of diversity, including affirmative action.
6. Conduct a job analysis, and explain the role of job analysis in human-resource selection.
7. Describe the legal environment of human-resource recruitment and selection and legally acceptable job performance criterion measures.
8. Implement organization-level strategies from the perspective of human-resource staffing.
9. Apply HR staffing strategies to business objectives in an apt scenario.

Purpose

To provide functional knowledge of the necessary concepts, processes, practices, and major quantitative techniques for effective participation in a human-resource staffing operation.

Master Syllabi are developed by the senior faculty in each business discipline. This Master Syllabus must be used as the basis for developing the instructor syllabus for this course, which must also comply with the content specifications outlined in the Troy University Faculty Handbook.

The objectives included on this Master Syllabus must be included among the objectives on the instructor’s syllabus, which may expand upon the same as the instructor sees fit. The statement of purpose seeks to position the course properly within the curriculum and should be consulted by faculty as a source of advisement guidance. Specific choice of text and other details are further subject to Program Coordinator guidance.

1 August 2005
Approved Texts


Supplements


