

COURSE CODE: BUAD 246

COURSE TITLE: Recruitment and Selection

Calendar Description

Formerly part of BUAD 271 This course provides an in-depth study of training and development. Topics include legislation, needs analysis, program development, cost/benefit analysis, and principles of discipline and discharge. (Also offered by Distance Education).

Prerequisite(s): BUAD 269

Co-requisite(s): None

Prerequisite For: None

Substitutable Courses: None

Graduation Requirement: BBA, Human Resources Management Specialty - Required
Diploma, Human Resources Management Option - Elective

Transfer Credit: N/A

Special Notes: Students who have received credit for BUAD 271 cannot take BUAD 246 for further credit

Credits: 3

Hours per Week: 3

Originally Developed: February 2000

EDCO Approval: February 2000

CHAIR'S APPROVAL: 

Learning Outcomes

Outcome	Upon completion of this course students will be able to:
1	Examine how recruitment and selection contributes to effective HR management and organizational performance.
2	Identify an organization's human resources needs and potential sources of qualified candidates.
3	Implement processes for attracting qualified candidates.
4	Analyze position requirements to establish selection criteria.
5	Differentiate between employee screening and employee selection.
6	Critique different assessment tools.
7	Evaluate recruitment, screening, selection, and orientation processes and outcomes at the organizational level.

Course Objectives

Objectives	This course will cover the following content:
1	Overview and foundations of recruitment and selection
2	Reliability and validity of contemporary recruitment and selection practices
3	Legal considerations in the recruitment and selection process
4	Job analysis and competency models
5	Job performance measurement and its impact on recruitment and selection
6	Role of recruitment in Human Resource planning
7	Screening procedures
8	Testing and other assessments used in Human Resource selection
	Traditional and alternative approaches to employment interviewing
	Reducing subjectivity and error in selection decisions

Professors

Name	Phone Number	Office	Email
Dr. Susan Thomas (Course Captain)	ext. 4097	B137	stthomas@okanagan.bc.ca

Evaluation Procedure

Chapter Quizzes	10 %
Term Work	10 %
Group Project	25 %
Mid Term Exam	20%
Final Exam	35 %
Total	100 %

The use of generative AI tools, including ChatGPT and other similar tools, to complete or support the completion of any form of assignment or assessment in this course is not allowed. Use of these tools is considered cheating through the use of unauthorized aids (see Academic Integrity Policy section 6.1) and would be considered academic misconduct and have serious consequences, including but not limited to, a grade of zero on the assignment or assessment or a grade of zero on course.

Required Materials

Catano, V.M. Hackett, R.D, Wiesner, W.H., Roulin, N., Belcourt, M., (2022). Recruitment and Selection in Canada, 8th ed. Toronto, ON: Nelson.

The textbook is digital. See instructions on the course Moodle shell.

Notes

There is a direct correlation between attendance in class and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class is the responsibility of the student.

Term work

Term work may include written assignments, learning journals and in-class assignments. Your professor will explain this component of your grade during the first week of classes.

Group Project

The group project includes secondary research on recruitment and selection process from start to finish of a job position within an organization. Peer/team evaluation is required. Your professor will explain this component of your grade during the first week of classes.

Exams

Students must earn half of all available exam (midterm and final exam) marks to achieve a passing grade in the course. The midterm and final exams will be based on both the text and topics covered in class and may include multiple choice questions, short- and long-answer questions and case study. The final exam will be cumulative but will mostly focus on material covered after the mid-term.

Course Schedule

(Subject to change at the discretion of the professor)

Date		Topic	Textbook	Deadline/Deliverables
2024 Week of:		Wednesday, September 4th, First day of class Friday, September 13th, Last day to register for Fall 2024 Monday, September 30th, Statutory Holiday (no classes) Monday, October 14th, Statutory Holiday (no classes) Friday, October 25th, Last day to withdraw from class without academic penalty Monday, November 11th, Statutory Holiday (no classes) Friday, December 6th, Last day of class Tuesday, December 10th – Friday, December 20th, Final Exam Period	Chapter(s):	Deadline/Deliverables Bold
1	Sept. 4	Introduction to Recruitment & Selection	Ch. 1	Introduction, group formation
2	9 & 11	Reliability and Validity	Ch. 2	Discussion Forum 1 due Sept 13th
3	16 & 18	Legal Issues	Ch. 3	Guest Speaker – CPHR (TBA) Discussion Forum 2 due Sept 19
4	23 & 25	Job Analysis and Competency Models	Ch. 4	
5	Oct. 2	Recruitment, Selection and Job Performance Stat holiday Sept 30th	Ch. 5	Group project: Team provide summaries
6	7 & 9	Recruitment, Selection and Job Performance (cont) Mid Term Exam (Ch 1- 5)	Ch. 5	Mid Term Exam Oct 9th
7	16	Recruitment: The First Step in the Selection Process Stat Holiday Oct 14	Ch. 6	
8	21 & 23	Selection I: Applicant Screening	Ch. 7	In-class activity
9	28 & 30	Selection II: Testing	Ch 8	Guest Speaker (TBA) In-class activity
10	Nov. 4 & 6	Selection III: Interviewing	Ch. 9	In-class activity
11	13	Selection III: Interviewing Stat Holiday Nov 11	Ch. 9	Group Project due Nov 14th
12	18 & 20	Decision Making	Ch. 10	Group project: Teams provide summaries In-class activity
13	25 & 27	Decision Making (cont) Review	Ch 10	In-class activity
14	Dec. 2 & 4	Final Exam Prep		
15		<i>Final Exam Period – refer final exam schedule</i>		

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, 6th edition (2009)). 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.