

COURSE CODE: BUAD 246

COURSE TITLE: Recruitment and Selection

Calendar Description

This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing.

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
Roberta Sawatzky MA, GPHR	email preferred	E221	rsawatzky@okanagan.bc.ca

Evaluation Procedure

Chapter Quizzes	10 %
Term Work	10 %
Group Project	30 %
Mid Term Project Presentation (individual marks)	10%
Final Exam	40 %
Total	100 %

Course Policy on the Use of Artificial Intelligence

Generative AI tools are not permitted unless explicitly stated otherwise

The use of generative artificial intelligence tools is strictly prohibited in all course assignments unless explicitly stated otherwise by the instructor in this course. This includes ChatGPT and other artificial intelligence tools and programs. Whenever generative AI tools are permitted and used, they must be appropriately cited. (See [How to cite ChatGPT \(apa.org\)](#))

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	
2025 Week of:		Wed, Sep 3 - Classes begin Fri, Sep 12 - Add/drop date - Last day to register for a course and last day to receive a refund for course drop Tue, Sep 30 - Statutory Holiday (no classes) Mon, Oct 13 - Statutory Holiday (no classes) Fri, Oct 24 - Last day to withdraw from a course without academic penalty Mon, Nov 10 - No classes Tue, Nov 11 - Statutory Holiday (no classes) Fri, Dec 5 - Last day of regularly scheduled classes Tue, Dec 9 - Thu, Dec 18 - Final exam period – see policy .	Chapter(s):	Deadline/Deliverables Bold
1	Sept. 3	Introduction to Recruitment & Selection	Ch. 1	Introduction, group formation
2	8/10	Introduction to Recruitment & Selection Reliability and Validity	Ch. 1/2	Discussion Forum 1 due Sept 13th
3	15/17	Legal Issues	Ch. 3	Guest Speaker – CPHR (TBA) Discussion Forum 2 due Sept 19
4	22/24	Job Analysis and Competency Models	Ch. 4	
5	29/Oct 1	Recruitment, Selection and Job Performance Stat holiday Sept 30th	Ch. 5	Group project: Team provide summaries
6	6/8	Recruitment, Selection and Job Performance (cont) Mid Term Exam (Ch 1- 5)	Ch. 5	Mid Term Exam Oct 9th
7	15	Recruitment: The First Step in the Selection Process Stat Holiday Oct 13	Ch. 6	
8	20/22	Selection I: Applicant Screening	Ch. 7	In-class activity
9	27/29	Selection II: Testing	Ch 8	Guest Speaker (TBA) In-class activity
10	Nov. 3/5	Selection III: Interviewing	Ch. 9	In-class activity
11	10/12	Selection III: Interviewing Stat Holiday Nov 11	Ch. 9	In-class activity Group Project due Nov 14th

12	17/19	Decision Making	Ch. 10	Group project: Teams provide summaries In-class activity
13	24/26	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 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

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.

Academic Honesty: Students have a responsibility to read the [OC Academic Integrity Policy](#).

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 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 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 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 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.