

# Business Administration

Course Number:	<b>BUAD 246</b>
Course Title:	<b>RECRUITMENT AND SELECTION</b>
Credits:	3
Calendar Description:	This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Fall 2016</b>
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

**Professors**

Robert Sawatzky	250- 762-5445 #4296	Kelowna: H122B	<a href="mailto:RSawatzky@okanagan.bc.ca">RSawatzky@okanagan.bc.ca</a>
-----------------	------------------------	----------------	--

**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 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 mark 30% indiv. mark 10%)	40%
Term Work (Individual)	20%
Final Exam	40%
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, 6th ed. Toronto, ON: Nelson.



## **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?**