

CUMBERLAND COUNTY COLLEGE

Course: BU 244 Employee Selection

Credits: 3

Prerequisites: RD 100, EN 060

Description:

Explores the acquisition and deployment of human resources. The overall process is known as staffing and encompasses topics such as recruitment policies and procedures, selection and interviewing, performance appraisals, and internal human resource maintenance.

Learning Outcomes

At the completion of this course, students should be able to:

- Plan, analyze, recruit, measure, and select employees for a position;
- Use staffing systems management and retention management in employee selection
- Develop recruitment and selection strategies for an organization
- Align recruitment and selection strategies with organizational goals and demonstrate effectiveness to management
- Incorporate behavioral interviewing techniques into applicant selection processes

Topical Outline

- Strategic Staffing
- Business and Staffing Strategies
- The Legal Context
- Strategic Job Analysis and Competency
- Forecasting and Planning
- Sourcing: Identifying Recruits
- Recruiting
- Measurement
- Assessing External Candidates
- Assessing Internal Candidates
- Choosing and Hiring Candidates
- Managing Workforce Flow
- Staffing System Evaluation and Technology

Text: Phillips, Jean M., Gully, Stanley, M. (2012). *Strategic Staffing* (2nd ed.). Pearson.

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Note: If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.