

Academic Year: ( 2017 / 2018 )

Review date: 03-04-2017

Department assigned to the subject: Business Administration Department

Coordinating teacher: BONACHE PEREZ, JAIME ALFONSO

Type: Compulsory ECTS Credits : 3.0

Year : 1 Semester :

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

In order to make the most of this subject, students are expected to have completed the following courses:

- Managing and leading people
- Organizational Behavior
- Comparative HR
- Strategic Management

**OBJECTIVES**

After taking this course, students should be able to:

- Describe the components of a successful recruitment strategy
- Identify multiple sources for recruiting employees and discuss their advantages and disadvantages
- Prepare a recruiting advertisement
- Discuss the role recruiters play in the recruitment process
- Explain several ways to evaluate recruitment success
- Explain the importance of employee selection for firms
- Discuss the importance of ¿employee fit¿
- Identify the standards managers must adhere to for an employee selection process to be effective
- Understand how to carry out employee selection
- Understand how to make final employee selection decisions
- Explain the purpose of employee development
- Understand commonly used development methods

**DESCRIPTION OF CONTENTS: PROGRAMME**

During the sessions¿ course, the following issues will be addressed:

- The purpose of recruitment and the recruitment process
- Internal and external recruitment methods and sources
- The effect of organization demands on recruitment
- Employee selection and performance of firms
- Person-job fit and person-organization fit
- Reliable, valid and unbiased selection measures
- The effect of organization demands on recruitment
- Errors in employee selection
- The assessment of training and development need
- The management of employee careers

**LEARNING ACTIVITIES AND METHODOLOGY**

During the course, the following learning activities and methodologies will be used:

- Case studies and class discussions
- Class presentations
- Role plays

- Team assignments

#### ASSESSMENT SYSTEM

<b>% end-of-term-examination:</b>	50
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	50

The quality of participation in class and the quality of team assignments will be evaluated. Students will also take a final exam.

Extraordinary call: Final Exam (100%)

#### BASIC BIBLIOGRAPHY

- Herbert G Heneman III & Timothy A Judge Staffing Organizations, Mcgraw-Hill/Irwin, 2012