

Academic Year: ( 2020 / 2021 )

Review date: 07/07/2020 17:38:02

Department assigned to the subject: Business Administration Department

Coordinating teacher: STIRPE , LUIGI

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 recruitment 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 employee development methods

## DESCRIPTION OF CONTENTS: PROGRAMME

The course is focused on the following issues:

- Purpose of recruitment and the stages of a recruitment process
- Internal and external recruitment methods and sources
- The effect of organizational demands on recruitment
- Employee selection and organizational performance
- Person-job fit and person-organization fit
- Reliable, valid and unbiased selection tools
- Errors in employee selection
- Assessment of training and development needs
- Designing of effective training programmes
- Management of employee careers

## LEARNING ACTIVITIES AND METHODOLOGY

The following learning activities and methodologies are used:

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

- Team assignments

#### ASSESSMENT SYSTEM

<b>% end-of-term-examination/test:</b>	60
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	40

Assessment will be based on a combination of individual and group work. 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