Selection and Development

Academic Year: (2024 / 2025)   **Review date: 25/04/2024 17:45:57**

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)

This course is taught in the first semester. It is expected that students will take it in parallel with the other courses of the semester.

OBJECTIVES

By the end of the course, students will 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 topics:

- 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
- Desing of effctive training programmes
- Management of employee careers

LEARNING ACTIVITIES AND METHODOLOGY

The course is based on the the following learning activities:

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

- Team assignments

In this course, students should not use artificial intelligence tools to carry out the work or exercises proposed by the faculty. In the event that the use of AI by the student gives rise to academic fraud by falsifying the results of an exam or work required to accredit academic performance, the Regulation of the University Carlos III of Madrid of partial development of the Law 3/2022, of February 24th, of University Coexistence, will be applied.

ASSESSMENT SYSTEM

% end-of-term-examination/test:	60
% of continuous assessment (assigments, laboratory, practicals…):	40

ORDINARY CALL

Individual participation (20%)
Team work (20%)
Final exam (60%)

EXTRAORDINARY CALL

Alternative 1.
Individual participation (20%)
Team work (20%)
Final exam (60%)

Alternative 2.
Final exam (100%)

Students can choose the alternative that benefits them the most.

BASIC BIBLIOGRAPHY

- Herbert G. Heneman, Timothy A. Judge, John Kammeyer-Mueller Staffing Organizations, Mcgraw-Hill, 2017