

Commerce 4BB3 Recruitment and Selection Fall 2020

COURSE OBJECTIVE

This course will provide a *conceptual* and *operational* understanding of the key aspects of human resources staffing functions, including job analysis, recruitment, assessment, selection, and performance evaluation. At the completion of this class, students should be able to design and implement an effective and legally defensible staffing system tailored to organizational requirements. They should also be able to evaluate existing staffing programs for efficaciousness and legal compliance. Developing a more nuanced understanding of employment equity, diversity, and inclusion are key elements of this course.

INSTRUCTOR AND CONTACT INFORMATION

Name: Dr. Frances Tuer

E-Mail: tuerfl@mcmaster.ca

Class Times: No synchronous full class times: choice of one of three drop-in discussion times each week. These will be scheduled by doodle poll in Week 1.

Virtual Office Hours: Private meetings on MS Teams on Monday 11:00 a.m. – noon or by appointment.

COURSE DELIVERY

LEARNING ACTIVITIES	DELIVERY	DESCRIPTION	TOOL(S)
Foundational knowledge	Asynchronous	Self-study of textbook and annotated PP slides	Avenue to Learn
Critical Evaluation of Practice	Asynchronous/Synchronous	Assigned materials (readings, videos, news articles, personal narratives) followed by small group discussion	Engage with materials and participate in one of three 60 – 90 minute drop-in sessions on MS Teams each week
Equity, Diversity, and Inclusion	Asynchronous/Synchronous	Assigned materials (readings, videos, news articles, personal narratives) with a particular focus this term on barriers to employment faced by black Canadians followed by small group discussion	Engage with materials and participate in one of three 60-90 minute drop-in sessions on MS Teams each week (same session as above)
Post Hoc Reflection	Asynchronous	Reflect on reactions to and insights gained from materials and discussions	Individual Notebook on MS Teams

EVALUATIONS	WEIGHT	DESCRIPTION
Online Quizzes	50%	10 chapter quizzes (all 10 mandatory for course credit) taken on Avenue to Learn.
Weekly Journal	25%	Completion of weekly reflections on assigned materials and the small group discussions
Final Integrative Assignment	25%	Final paper/presentation on a topic related to employment equity (TBD)