**Commerce 4BB3
Recruitment and Selection
Fall 2024 Course Outline**

**DeGroote School of Business
McMaster University**

COURSE OBJECTIVES

This course exposes students to staffing issues in the Canadian context. Topics include job analysis, legal and measurement issues related to staffing, recruitment, employment testing, interviewing, and selection decision-making strategies. Prerequisite for this course are: COMMERCE 2BC3 (or 3BC3) or 3BB3; and registration in any Commerce or Engineering and Management program. (See undergraduate calendar for more information).

INSTRUCTOR AND CONTACT INFORMATION

Helen Chen, Ph D Instructor Email: chenh227@mcmaster.ca Office Hours: by appointment	**Section C02** Tuesday 8:30-11:30AM (In person)
Course TA: TBD **TA Email: TA-TBD@mcmaster.ca** Office Hours: by appointment **Course Website:** http://avenue.mcmaster.ca/	

NOTE: when communicating with me or the TA via email, please include 4BB3 in the email subject.

COURSE ELEMENTS

Credit Value:	3	Leadership:	Yes	IT skills:	No	Global view:	Yes
A2L:	Yes	Ethics:	Yes	Numeracy:	No	Written skills:	No
Participation:	Yes	Innovation:	Yes	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	No	Guest speaker(s):	TBD

LEARNING OUTCOME

Upon completion of this course, students will be able to:
➢ Understand the basic processes and principles related to organizational staffing
➢ Understand the Canadian legal environment for recruitment and selection of human resources.
➢ Understand the scientific foundation of recruitment and selection research and practice.
➢ Appreciate the contribution of recruitment and selection practices to organizational effectiveness.
➢ Appreciate the influence of various factors on the attraction of job applicants.
➢ Know the advantages and disadvantages of various types of selection tests
➢ Know why structured interviews are better than unstructured interviews
➢ Critically evaluate and contribute to the improvement of the recruitment and selection practices being used by organizations.

COURSE MATERIALS

Required reading materials including, but not limited to, articles and short cases will be posted on Avenue.

Optional Textbook: Catano, V.M., Wiesner, W.H., Hackett, R.D., Roulin, N. & Belcourt, M. (2021). Recruitment and Selection in Canada (8th edition). Toronto: Nelson Education Ltd.

Top Hat: eTextbook can be accessed via this on TopHat: **https://app.tophat.com/e/336560**.

You will have free access to the eTextbook for the first two weeks of the term. After this free trial period, you will need to purchase the eTextbook to continue to have access to this TopHat course. You can make the purchase (a) on TopHat directly with credit card or (b) through the campus store and receive an access code that you can input into TopHat

If you wish to source the book yourself the relevant ISBN numbers are: ISBN-10: 1774128454 and ISBN-13: 9781774128459. Use previous versions at your own peril.

NOTE: Use of PDF copies of textbooks obtained from other students or online are illegal. You will be in breach of the Copyright Act.

COURSE ASSESSMENT

Your course grade will consist of evaluations of work done individually or in groups, as indicated in the table below. For assignments done in groups, individual group members will normally receive the same grade, although adjustment may be made if there is evidence that an individual's contribution was inadequate.

Your course grade will be calculated as follows:

GRADE COMPONENT	WEIGHT	DESCRIPTION
In-Person Tests	50%	Two mid-term tests administered during class time; each test is worth 25%
Group Assignment	40%	Work in groups to complete a project. Project deliverables include (a) project plan (5%) (b) group presentation (30%) and (c) project documentations (5%)
Participation & Engagement	10%	Participate in class activities and complete task as instructed

NOTE:
(1) There is no final exam for this course;
(2) Missed assignments will receive a grade of zero unless a MSAF is obtained;
(3) Late assignments will be penalized 10% for each day they are late;
(4) Participation & Engagement activities are not eligible for MSAF;
(5) Participation & engagement activities must be completed in class and cannot be submitted after the class is over.

COURSE DELIVERABLES

In-Person Tests

There are two non-cumulative midterm tests, in multiple choice format, administered during class time. Each test will consist of approximately 50-60 multiple choice questions drawn from the topics and materials addressed in the lectures as well as exercises, activities and discussions/debriefings conducted in class. (Please note classes are not recorded. Should you miss a class, it is your responsibility to obtain notes from your peers and catch up.)

Group Assignment

Students working in groups of 4-6 people to complete a project that will require ongoing work throughout the semester.

In this assignment, your group will apply the Recruitment and Selection knowledge gained to document, analyze the R&S practices of an organization and propose improvement recommendations about any existing practices. Details about protocols for conducting this project and project deliverables are posted on Avenue.

Participation & Engagement

This course is designed using active learning principles, which links your learning with your engagement and participation in the in-person classes. During each class, there will be a variety of collaborative learning activities, such as case/scenario discussions, small group activities and facilitated debate.

Your class engagement will be evaluated as being complete (1/1); partially complete (0.5/1); or incomplete/ not submitted (0/1). Altogether, they will be worth 10% of the course grade. Marking for participation and engagement will start after the drop/add deadline. It is anticipated that there will be 7 classes. Your engagement will be evaluated in all of these classes, and the top six scores will be counted toward the final course grade.

You may only receive credit for class engagement if you attend in-person and participate in and complete the required activities. Attempts to receive credit for class engagement when you are not in attendance will be considered academic dishonesty.

NOTE:
(1) Participation activities maybe deployed on learning platforms such as Avenue and TopHat; it may also be marked based on completion of hand-on activity in class
(2) Participation & Engagement activities are not eligible for MSAF.

GENERATIVE AI POLICY

Students are not permitted to use generative AI in this course for any work that is submitted to earn credits towards final course grade. In alignment with McMaster academic integrity policy, it "shall be an offence knowingly to … submit academic work for assessment that was purchased or acquired from another source". This includes work created by generative AI tools. Also state in the policy is the following, "Contract Cheating is the act of "outsourcing of student work to third parties" (Lancaster & Clarke, 2016, p. 639) with or without payment." Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

For some in-class activities, students may use generative AI for brainstorming and internet research to facilitate class and/or group discussion, if such use is specifically authorized by the instructor.

It is the student's responsibility to be clear on the limitations for use and to be clear on the expectations for citation and reference and to do so appropriately.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 4BB3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COMM 4BB3 Course Schedule

WEEK	DATE	TOPIC	TEXTBOOK CHAPTER REFERENCES & DELIVERABLES
1	Sept 3	Course Overview & Introduction to Recruitment & Selection	Chapter 1
2	Sept 10	Strategy & Planning	(partial) Chapter 6
3	Sept 17	Job Performance & Measurement	Chapter 2 & 5
4	Sept 24	Job Analysis & Competency Modeling	Chapter 4
5	Oct 1	Recruitment & Selection Process and Key Considerations	Chapter 2, 3, 6
6	Oct 8	Test One	In-class Test #1 Covers material from WK 1-5 Group Assignment Project Plan DUE on Fri, Oct.11, @11:59pm
7	Oct 15	Midterm Recess – No Classes	
8	Oct 22	Recruitment	Chapter 6
9	Oct 29	Selection (Part 1)	Chapter 7, 8, 9
10	Nov 5	Selection (Part 2)	Chapter 7, 8, 9
11	Nov 12	Staffing Decision Model & Hiring	Chapter 10
12	Nov 19	Test Two	In-class Test #2 Covers material from wk. 8-11
13	Nov 26	Group Project Presentations	
14	Dec 3	Group Project Presentations	Group Assignment Documentation Due on Dec. 3, 11:59pm

NOTE: Drop/Add deadline is Wednesday, September 11, 2024.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student.

All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.

For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

NOTE: Students who have concerns about the course content, evaluation methods, or delivery should first reach out to the course instructor. If your concern remains unresolved after speaking with the instructor, you may then reach out to the relevant Area Chair for further consideration.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work" and the link below*;

http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

NOTE: Non-Commerce students must follow the Missed Course Work protocols outlined by their home faculty and Program Office.

COURSES MODIFICATION

From time to time there may be a need to remove/add topics or to change the schedule or the delivery format. If these are necessary, you will be given as much advance notice as possible.

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#).

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY / PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. Avenue to Learn, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn, LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their

computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the Code of Student Rights & Responsibilities (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online.**

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's Academic Accommodation of Students with Disabilities policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students should submit their request to their Faculty Office *normally within 10 working days* of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, Avenue to Learn and/or McMaster email.