TIFFIN UNIVERSITY / ONLINE

HRM611 Human Resource Planning & Talent Acquisition
(3 credit hours)
Course Syllabus

Course Description

This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short- and long-term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

Course Learning Outcomes

By the end of this course, you should be able to:

1. Describe the elements of the human resource planning process.

2. Demonstrate the importance of job analysis.

3. Analyze the advantages and disadvantages of various recruitment methods and tools.

4. Identify the elements of an effective employee selection program.

5. Interpret the legal ramifications of selection decisions.

6. Critically evaluate the efficacy of various selection tools.

7. Identify the elements of an effective employee onboarding/socialization program.

Prerequisites/Corequisites

MGT 522

Required Textbook(s) and Resources

Gatewood, R. D., Feild, H. S., & Barrick, M. R. (2018). *Human resource selection.* (9th Ed.). Wessex Press, Inc..

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the Tiffin University Library.

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Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).

2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.

3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET** on **Wednesdays.**

4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET** on **Saturdays, and**

5. Major assignments and reflections are typically due by **11:55 p.m. ET** on **Sundays.**

Learning Activities

Each week in the course, you will connect with the material and your classmates through discussions forms. You will apply what you have learned with a weekly written assignment that is either an application exercise or a case analysis. Finally, there will be a weekly opportunity to reflect on the topics, discussions and assignments in a written assignment.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Discussion	20 20	20 20	20 20	20 20	20 20	20 20	20 20	**280**
Application Exercise	50	50	-	50	50	-	50	**250**

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Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Individual Case Analysis	-	-	200	-	-	200	-	**400**
Weekly Reflection	10	10	10	10	10	10	10	**70**
Total	**100**	**100**	**250**	**100**	**100**	**250**	**100**	**1000**

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
Week 1: What's this Course About?	❏ MON: Activity 1.1: Introductions Forum – Initial Post ❏ WED: Activity 1.2 (Forum): Succession Planning – Initial Post ❏ WED: Activity 1.3 (Forum): Needs Assessment – Initial Post ❏ SAT: Activity 1.2 (Forum): Succession Planning – Response Posts ❏ SAT: Activity 1.3 (Forum): Needs Assessment – Response Posts ❏ SUN: Activity 1.4: Scenario Analysis ❏ SUN: Activity 1.5 (Week 1 Reflection)
Week 2: Introduction to Human Resource Selection	❏ WED: Activity 2.1 (Forum): Effective Employee Selection – Initial Post ❏ WED: Activity 2.2 (Forum): Human Resource Selection – Initial Post ❏ SAT: Activity 2.1 (Forum): Effective Employee Selection – Response Posts

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Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
	❏ SAT: Activity 2.2 (Forum): Human Resource Selection – Response Posts ❏ SUN: Activity 2.3: Job Analysis ❏ SUN: Activity 2.4 (Week 2 Reflection)
Week 3: Legal Issues, Recruiting and Measurement	❏ WED: Activity 3.1 (Forum): Recruitment Process – Initial Post ❏ WED: Activity 3.2 (Forum): Selection Measures – Initial Post ❏ SAT: Activity 3.1 (Forum): Recruitment Process – Response Posts ❏ SAT: Activity 3.2 (Forum): Selection Measures – Response Posts ❏ SUN: Activity 3.3: Case Study (Discrimination) ❏ SUN: Activity 3.4 (Week 3 Reflection)
Week 4: Reliability, Validity and Application	❏ WED: Activity 4.1 (Forum): Reverse Discrimination – Initial Post ❏ WED: Activity 4.2 (Forum): Validity Coefficients – Initial Post ❏ SAT: Activity 4.1 (Forum): Reverse Discrimination – Response Posts ❏ SAT: Activity 4.2 (Forum): Validity Coefficients – Response Posts ❏ SUN: Activity 4.3: Form for Letters of Recommendation ❏ SUN: Activity 4.4 (Week 4 Reflection)
Week 5: Assessments for Selection	❏ WED: Activity 5.1 (Forum): Selection Interview – Initial Post ❏ WED: Activity 5.2 (Forum): Personality Assessment – Initial Post ❏ SAT: Activity 5.1 (Forum): Selection Interview – Response Posts

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Topic	Learning Activities (Due by 11:55 p.m. ET on day designated)
	❏ SAT: Activity 5.2 (Forum): Personality Assessment – Response Posts ❏ SUN: Activity 5.3: Evaluate Selection Tests ❏ SUN: Activity 5.4 (Week 5 Reflection)
Week 6: Selection Testing and Decision Making	❏ WED: Activity 6.1 (Forum): Performance Test – Initial Post ❏ WED: Activity 6.2 (Forum): Drug-Testing Program – Initial Post ❏ SAT: Activity 6.1 (Forum): Performance Test – Response Posts ❏ SAT: Activity 6.2 (Forum): Drug-Testing Program – Response Posts ❏ SUN: Activity 6.3: Case Study (Recruitment and Selection) ❏ SUN: Activity 6.4 (Week 6 Reflection)
Week 7: Onboarding and Socialization	❏ WED: Activity 7.1 (Forum): Sink or Swim – Initial Post ❏ WED: Activity 7.2 (Forum): Pros and Cons of Onboarding – Initial Post ❏ THU: Activity 7.3: Organizational Entry and Socialization ❏ SAT: Activity 7.1 (Forum): Sink or Swim – Response Posts ❏ SAT: Activity 7.2 (Forum): Pros and Cons of Onboarding – Response Posts ❏ SUN: Activity 7.4 (Week 7 Reflection)

Tips for Success

Successful online learning requires a good deal of self-discipline and self-direction. As seekers of the truth, we should be willing to challenge and review one another's academic work in a spirit of respectful comradery and constructiveness. Your course is a place for you to stretch and grow as you benefit from the expertise, knowledge, experience and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge, understanding and application.

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To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the Support, Policies, and Procedures addendum.

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