

UNIVERSITY OF REGINA

BUS 356-001 – Staffing

Organizations

Fall 2023
2:30 pm – 3:45 pm
Mondays & Wednesdays
ED 619

Professor: Allison Goldman
Office: Sessional Office, Floor 5, Education Building
E-mail: UR Courses email or Allison.Goldman@uregina.ca
Office Hours: Feel free to make an appointment for a time that suits your schedule, or you can reach me by email or telephone (mobile – 1-310-880-9023).

COURSE RESOURCES:

- McGraw-Hill – Staffing Organizations, 10th Edition, Judge, T. & Kammeyer-Mueller, J. 2022.
- Additional resources provided (some free, some require purchase)

COURSE DESCRIPTION & OBJECTIVE:

This course takes the perspective of human resources professionals and is concerned with recruitment, selection, placement in the workplace, and career patterns within the organization. The focus is on the design, implementation, and operation of staffing systems. This course will assist you with:

- Gaining in-depth knowledge of the scientific basis underlying recruitment and selection practices
- Becoming familiar with major recruitment and selection issues facing HR managers.
- Acquiring theoretical and practical knowledge about staffing techniques, systems, and policies.
- Acquiring perspective and insight into the relevance of recruitment and selection (talent acquisition) for effective human resource management and organizational performance.
- Understanding and being able to apply strategies, processes, and tools to prepare for, attract, select, and retain talent in an organizational setting.
- Understanding diversity issues within the recruitment and selection context.

WRITING RESOURCES:

The University of Regina's Writing Clinic provides consultation for students in all disciplines and at all year levels. For further information, contact the clinic at 585-4076 or Room 230, Dr. William Riddell Centre. You can also visit the clinic at <http://www.uregina.ca/sdc>. The quality of your written expression will affect your grades!

ACADEMIC MISCONDUCT & AI POLICY:

You are encouraged to interact with and learn from other students in this class. However, you are expected to behave with integrity and this includes adhering to the section on Student Behavior found in the Academic Calendar. Ask me in advance if you have any questions about misconduct.

While AI is an excellent tool for generating thought and ideas, it is expected that your work and contributions in class are generated and developed by you and not AI with an emphasis on all written components.

GRADING AND EXAMINATIONS:

Component	Marks
Attendance & Participation	15
Individual Staffing Trend Report	20
Group Paper	20
Midterm Exam	30
Group Presentation	15
Total	100

ATTENDANCE & PARTICIPATION (15%):

Students will attend class in person and must be engaged in class. High levels of participation include such things as active involvement in class discussions, drawing others into discussions, demonstration of critical thinking (e.g., constructively criticizing material discussed in class), and bringing in outside materials from news sources/current events and personal experiences/observations.

INDIVIDUAL STAFFING TRENDS REPORT (20%):

You will be provided a list of current and future trend projections to select from and will be asked to complete a report on this topic incorporating content from the course to date. Additional parameters and all other details will be provided in class.

GROUP PAPER (20%) + GROUP PRESENTATIONS (15%):

In groups of five, you will be provided with a comprehensive group project which you will work on as we move through the course. Each group will be responsible for a written report and a presentation in the last classes of the course. Full report and presentation parameters will be provided to you in class.

MIDTERM (30%):

The midterm quiz will assess your knowledge of all topics covered leading up to the midterm. The midterm quiz will take place in class on **November 13th**. All material from the course, readings, and lectures are testable. The midterm will be 65 minutes in length.

COURSE MANAGEMENT:

The course homepage is available at <http://www.uregina.ca/urcourses/>. Lecture slides, announcements, assignments and all other related material will be posted on the course web page. Check the website regularly.

TENTATIVE SCHEDULE:

The course schedule is tentative with assignments, anticipated due dates and exam dates. Please check our class UR Courses site for updates. (This schedule is subject to change according to the needs and interests of the class or emerging ethics issues.)

Class #	Date	Topic	Due
1	Wednesday, August 30 th	Introduction + Course Syllabus & Outline Review	Nothing
2	Monday, September 4 th	Labor Day – No Class	Nothing
3	Wednesday, September 6 th	Chapter One: Staffing Models and Strategy Part One	Nothing
4	Monday, September 11 th	Chapter One: Staffing Models and Strategy Part Two	Nothing
5	Wednesday, September 13 th	Chapter Two: Social and Legal Environment Part One	Nothing
6	Monday, September 18 th	Chapter Two: Social and Legal Environment Part Two	Nothing
7	Wednesday, September 20 th	Chapter Three: Planning	Nothing
8	Monday, September 25 th	Chapter Four: Job Analysis, Requirements, Competencies, and Rewards Part One	Nothing
9	Wednesday, September 27 th	Chapter Four: Job Analysis, Requirements, Competencies, and Rewards Part Two	Nothing
10	Monday, October 2 nd	Chapter Five: External Recruitment Part One	Nothing
11	Wednesday, October 4 th	Chapter Five: External Recruitment Part Two	Nothing
12	Monday, October 9 th	No Class – Thanksgiving/Reading Week	Nothing
13	Wednesday, October 11 th	No Class – Reading Week	Nothing
14	Monday, October 16 th	Chapter Six: Internal Recruitment	Individual Staffing Trend Report Due
15	Wednesday, October 18 th	Chapter Seven: Measurement	Nothing
16	Monday, October 23 rd	Chapter Eight: External Selection I	Nothing
17	Wednesday, October 25 th	Chapter Nine: External Selection II	Nothing
18	Monday, October 30 th	Chapter Ten: Internal Selection	Nothing
19	Wednesday, November 1 st	Chapter Eleven: Decision Making	Nothing
20	Monday, November 6 th	Chapter Twelve: Final Match	Nothing
21	Wednesday, November 8 th	Chapter Thirteen: Staffing Systems Management	Nothing
22	Monday, November 13 th	Midterm Exam	Nothing
23	Wednesday, November 15 th	Chapter Fourteen: Retention	Nothing

		Management	
24	Monday, November 20 th	Group Project Work Time	Nothing
25	Wednesday, November 22 nd	Group Presentations	Group Report Submissions + Presentation Hardcopies
26	Monday, November 27 th	Group Presentations	
27	Wednesday, November 29 th	Group Presentations	
28	Monday, December 4 th	Course Wrap Up + Final Group Presentations	