STAFFING ORGANIZATIONS | GBUS 863
Fall 2018

INSTRUCTOR DETAILS
Name: Sandra Steen
Office Location: ED 540.3
Phone: 306.337.2385
Office Hours: By appointment
Email: sandra.steen@uregina.ca

CLASS DETAILS
Class Dates: September 6 - December 3, 2018
Class Times & Location: Online

COURSE DESCRIPTION
This course introduces and develops concepts used in the staffing of organizations. The course will cover general staffing models, basic labour markets, laws and regulations, introduction to measurement theory, recruitment techniques, selection techniques and tools, decision-making for selection, and formalizing the job offer.

LEARNING OBJECTIVES & OUTCOMES
- Acquire perspective and insight into the relevance of recruitment and selection (talent acquisition) for effective human resource management and organizational performance.
- Understand and be able to apply strategies, processes, and tools to prepare for, attract, select, and retain talent in an organizational setting.

COURSE STRUCTURE
This course is organized into Weekly Units. Detailed requirements and expectations are provided in each Unit. When UR Courses becomes available at the start of the semester, at least 4 Units will be immediately available, with subsequent Units added as the semester progresses. All course work is designed to be completed asynchronously, however, several Units have Forums that require engagement during the Unit.

COURSE MATERIALS
2. UR Courses: Will provide all links and/or references for all other course readings and materials. All assignments are to be submitted electronically in UR Courses.

Note: Your student account will be billed for (4) Ivey Case Studies used in the class.
COURSE ASSESSMENTS (Additional details will be provided in UR Courses)

a) Discussion Forum Participation – Individual (15%) | Based on value-added contributions and engagement with class colleagues.

b) Case Write-ups (2) – Individual or Duo (30%) | There are TWO cases for short write-ups (maximum 2 pages, double-spaced, 12 pt. Arial font or equivalent size). These assignments may be completed either individually or with a partner (YOU choose). Each case write-up is worth 15 marks for a total of 30 marks for both write-ups. Questions will be provided to guide your response.
   Note: If you decide to work with a partner—you each need to submit the assignment in UR Courses (identical version).

c) Journal Article Review – Individual or Duo (20%) | The Journal Article Review (maximum 3 pages, double-spaced, 12 pt. Arial font or equivalent size) requires reviewing a peer-reviewed journal article that addresses a Staffing topic related to this course. This assignment may be completed either individually or with a partner (YOU choose). You will 1) Explain the connection of your article to the course; 2) Provide a concise summary of the main point(s); 3) Provide a clear response and interpretation of the article.
   Note: If you decide to work with a partner—you each need to submit the assignment in UR Courses (identical version).

d) Literature Review (Final Paper) – Individual (35%) | The Literature Review (maximum 10 pages, double-spaced, 12 pt. Arial font or equivalent size) should be structured as follows: 1) Abstract; 2) Method & Results (briefly describe method to locate relevant journal articles and why you chose the articles you did—at least 10); 3) Findings & Conclusions; 4) Suggestions for Future Research; 5) References.
   The Literature Review (Final Paper) should address one of the following topic options:
   - The Use of People Analytics for Talent Acquisition (Staffing)
   - The Use of Technology for Talent Acquisition (Staffing)
   - The Use of Social Media Platforms for Talent Acquisition (Staffing)
   - Indigenous Inclusivity in Talent Acquisition (Staffing)
   - Detecting and Mitigating Unconscious Bias in Talent Acquisition (Staffing)

For a detailed description of the grading system, consult the Faculty of Graduate Studies and Research link here: https://www.uregina.ca/gradstudies/current-students/grad-calendar/grading-system.html#gradingsystem
ACADEMIC REGULATIONS

Grading | Grades will be posted in UR Courses, usually within 10 days.

Academic Integrity | Work submitted for individual grading must be your own individual work, and not work that you did with anyone else. References are required when you provide information that is not your own original thought—paraphrases and direct quotes (include page numbers). This applies to both assignments and forum posts. Plagiarism is a serious academic offense regardless of whether it was committed intentionally or due to carelessness. Plagiarism, cheating, or any other form of academic misconduct will not be tolerated. The requirements provided in the University of Regina Graduate Calendar (Academic Conduct and Misconduct) are in effect throughout this course and any suspected academic misconduct will be reported to the Dean/Designate.

Contacting the Instructor | An “Ask the Instructor” Forum is provided in UR Courses and I am also happy to respond to email questions regarding course content or evaluations. I almost always respond within 24-48 hours during the work week. However, I will not respond to emails on weekends.

Late Submissions | Any late assignment submissions (other than the Final Paper) will be assessed a 20% per day grade reduction. Forum posts can only be made during the “open time” designated within the applicable Unit. Posts remain available as “Read Only” after the Unit closes.

Extensions or requests for changes by students to the Final Paper due date will require the student to complete a formal request for deferral. The student completes the request, consults with the instructor who must sign the form, and the instructor then submits the form (and any supporting documentation provided by the student) to Faculty of Graduate Studies and Research (FGSR). The decision (approved or denied deferral) is made by FGSR and is usually only approved if there are extenuating circumstances (e.g., illness, death, etc.). The decision is sent by mail to the student and it is the student’s responsibility to ensure the deferred requirements are met within the outlined time frame. It is also the student’s responsibility to follow-up with FGSR if they do not receive a response from FGSR on their submitted request. Requests for deferral received more than two (2) weeks after the final day of the examination period will be denied. The deferral form can be found on the FGSR website at: https://www.uregina.ca/gradstudies/forms.html
STUDENT RESOURCES

Accessibility Services | If there is any learner who, because of a disability or other consideration, may have a need for accommodation(s), please contact the Centre for Student Accessibility before or at the start of the course [https://www.uregina.ca/student/accessibility/](https://www.uregina.ca/student/accessibility/). The Centre will advise how you proceed and the required communication with your instructor.

Counseling Services | If any learner is experiencing personal problems which may be affecting their studies, please consider consulting U of R Consulting Services. For more information check here [https://www.uregina.ca/student/counselling/services/index.html](https://www.uregina.ca/student/counselling/services/index.html)

Writing Assistance | The Student Success Centre ([www.uregina.ca/ssc](https://www.uregina.ca/ssc)) offers both on-line resources and in- person tutoring on writing skills.

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# Tentative Course Schedule and Due Dates

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<td>Welcome Introductions &amp; Overview</td>
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<td>Unit 2</td>
<td>Sept 12-18</td>
<td>Introduction to Staffing</td>
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<td>Unit 4</td>
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<td>Wrap-Up</td>
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