



## Kenneth Levene Graduate School of Business

### Staffing – GBUS 863 Winter 2022 COURSE OUTLINE

#### General Information

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##### Instructor Information

**Name:** Dr. Rene Arseneault **Office Location:** ED 565.11

**Phone:** 306.337.2391 **Office Hours:** By appointment

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##### Class Information

**Class Dates:** January 11<sup>th</sup> – April 12<sup>th</sup>, 2022

**Class Times & Location:** Tuesdays, 7-10pm [TBD]

#### Course Description

This course introduces and develops concepts used in the staffing of organizations. The course will cover general staffing concepts, 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. It will also draw upon legal cases, and real business stories to demonstrate the evolution of recruitment and selection practices in Canada. The course balances individual and group work, to simulate real-life experiences as an HR practitioner. Finally, this course serves as a platform to strengthen your research, and critical thinking skills. It is important to question the viability of HR practices today, for their suitability tomorrow.

#### Learning Objectives & Outcomes

After completing this course, if you have attended class regularly, read the assigned material, and learned to apply the teaching presented in the course, you will ideally:

- Understand core theory in staffing organizations.
- Gain insight into relevance of recruitment and selection for effective HRM.
- Be able to apply theory to practical HR problems in organizational settings.
- Develop critical thinking and problem-solving competencies.
- Strengthen team-working skills.

- Develop research skills.

## Course Structure

This course consists of **lectures** and **group activity sessions**. The **lectures** will be delivered during the first half of class, via Power Point Presentation. During this time, students are expected to take notes and ask questions. **Preparation is essential:** reading assigned chapters carefully, prior to class, will ensure that you get the most out of these sessions. This will also allow us to have more informed discussions, and to begin developing your critical thinking and problem-solving competencies that will be applied to the journal article review(s), and group activities, respectively. Prior reading will also make you a more effective team member during the group activity sessions.

The **group activity sessions** will take up the 2<sup>nd</sup> half of class. You will be placed into pre-assigned teams (this will change once mid-way through the course). During the group activity sessions, you have an opportunity to begin working on/planning your weekly group assignments. This time will also be used to cover mid-term / final exam review sessions, critical journal article research strategies, and other administrative duties (i.e. grading feedback). The instructor will rotate spending time with each group during these sessions.

This course is organized into **Weekly Chapter Units**. We will aim to complete one chapter per week, with some chapters requiring more / less time. Please keep in mind that although the PPT / lectures cover most material you will be tested on / expected to know, it is also selective. It will be impossible to cover everything in the allocated chapters in great depth during lecture sessions. Please do not assume that slides are a comprehensive summary of everything students are required to learn. You are responsible for reading all the material in the textbook (unless otherwise stated). I will notify you in class of irrelevant material within chapters, to save you time. **Hyflex: Please note that the remote component of this class is designed to facilitate students' ability to participate in this class from outside of Regina.** It may not be as immersive as attending in person, but should allow you to engage with all aspects of the course. If you identify a barrier to participation, please contact your instructor directly to discuss the issue.

## Course Textbook

- 1. Textbook:** Catano, Victor M.; Wiesner, Willi H.; Hackett, Rick D.; and Roulin, N. (2021). *Recruitment and Selection in Canada* Eighth Edition: TopHat.
- 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.

## Evaluation

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- 1) Chapter Assignments – 40%
- 2) Critical Journal Article Review – 20% (2 x 10)
- 3) Mid-Term Exam – 20%
- 4) Final Exam – 20%

## **1) Chapter Assignments**

The group assignments are designed to provide you with an opportunity to apply chapter learnings to real-life HR activity simulations. The assignments are given at the end of every chapter. They are intended to be group-work activities, which have their inherent advantages / disadvantages. Only 1 submission per group is required. As you are aware, most HR departments in the private industry operate in team environments. Therefore, in addition to directly assessing your application of chapter knowledge, this portion of your grading is indirectly assessing your capacity to work effectively in teams; in preparing for real-working life situations. A full explanation of the expectations, evaluation system, and example will be provided first day of class.

## **2) Critical Journal Article Review**

You will be required to complete two Critical Journal Article Reviews. These are designed to test your research, and critical thinking skills in the field of Recruitment and Selection. Each Critical Journal Article Review will be approximately 3 pages, double-spaced, 12 pt. Times New Roman font. These assignments require reviewing a peer reviewed journal article that addresses a Staffing topic related to this course. 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. A thorough explanation of the guidelines and expectations for these assignments will be given in class.

## **3) Test 1**

This test will cover the first 5 chapters (1-5) and be conducted during scheduled class time. It will consist of multiple-choice and short answer questions that will test your understanding and ability to apply key concepts from the applicable chapters. This is worth 20% of your final grade.

## **4) Test 2**

This test will cover the last 5 chapters (6-10) and be conducted during scheduled class time. It will consist of multiple-choice and short answer questions that will test your understanding and ability to apply key concepts from the applicable chapters. This is worth 20% of your final grade.

## **Academic Policies**

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**Grading** | Grades will be posted in UR Courses in a timely manner.

**Academic Integrity** | Work submitted for individual and group grading must be original work. References are required when you provide information that is not your own original thought—paraphrases and direct quotes (include page numbers). This applies to your research papers. 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** | Please note that I am happy to respond to email questions regarding course content or evaluations. I typically respond within 24-48 hours during the work week. I may not respond to e-mails on weekends.

Extensions or requests for changes by students to assignment/examination due dates 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 assignment/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/> . 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>

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

## Weekly Schedule

\*Tentative Course Schedule and Due Dates

Week	Date	Topic	Required Reading	Item Due
Week 1	January 11 <sup>th</sup>	Intro. to Course Review Syllabus	Syllabus	
Week 2	January 18 <sup>th</sup>	An Introduction to Recruitment & Selection	Chapter 1	
Week 3	January 25 <sup>th</sup>	Reliability and Validity	Chapter 2	Assignment #1
Week 4	February 1 <sup>st</sup>	Legal Issues	Chapter 3	Assignment #2

Week 5	February 8 <sup>th</sup>	Job Analysis & Competency Models	Chapter 4	Assignment #3
Week 6	February 15 <sup>th</sup>	Job Performance	Chapter 5	Assignment #4
Week 7	February 22 <sup>nd</sup>	Reading Week	NO CLASSES	Assignment #5
Week 8	March 1 <sup>st</sup>		Test 1	Critical Journal Article #1
Week 9	March 8 <sup>th</sup>	Recruitment	Chapter 6	
Week 10	March 15 <sup>th</sup>	Applicant Screening	Chapter 7	Assignment #6
Week 11	March 22 <sup>nd</sup>	Testing and Other Assessments	Chapter 8	Assignment #7
Week 12	March 29 <sup>th</sup>	Interviewing	Chapter 9	Assignment #8
Week 13	April 5 <sup>th</sup>	Decision Making	Chapter 10	Assignment #9
Week 14	April 12 <sup>th</sup>		Test 2	Assignment #10
Week 15	April 19 <sup>th</sup>	Exam Period	NO CLASSES	Critical Journal Article #2