



## GBUS 863-001: Staffing Organizations

Winter 2022

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### **INSTRUCTOR DETAILS:**

Name: Caroline Graves

Phone: (306) 550-2845

Email: caroline.graves@uregina.ca

Office Hours: By appointment. Virtual office hours are available. Virtual office hours will be held as a safety precaution to limit the spread of COVID-19.

### **CLASS DETAILS:**

Class Dates: Tuesdays, Jan. 10 – Apr. 11

Class Times: 7:00p.m. – 9:45p.m.

Class Location: ED 558 / Hyflex

### **COURSE DESCRIPTION**

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

### **LEARNING OBJECTIVES / OUTCOMES**

Students will:

- Gain insight into recruitment and selection as essential components of strategic HR planning, with an emphasis on their role in enhancing productivity.
- Understand the professional and legal requirements at all stages of the recruitment and selection process.
- Be able to apply theory to practical HR situations in organizational settings.

### **COURSE EXPECTATIONS**

- **Students and instructors are required to wear a mask in the classroom. Failure to do so will result in being asked to leave.**
- Your presence will make a big difference to the dynamics of the class and the degree of learning that occurs. Therefore, you are expected to attend class regularly, on time, remain for the whole period, and make a positive contribution while present.
- All students are expected to participate constructively in class activities. This could consist of, but is not limited to, contributing to class discussions, presenting solutions to assigned



exercises, describing work experiences related to topics raised in class, making perceptive comments or asking appropriate questions, bringing in newspaper or magazine clippings of interest to the class, etc.

- Should you miss a particular class, it is your responsibility to obtain notes, assigned activities, handouts, etc. from another class member.
- Log into UR Courses regularly to check for e-mails or any course-related announcements. Students are responsible for bringing appropriate material for class that may be posted on UR Courses or as noted in the course outline.

**COURSE MATERIALS**

- Catano, V.M., Hackett, R.D., Wiesner, W.H., & Roulin, N. (2021). *Recruitment and Selection in Canada* Eighth Edition. TopHat.
- Additional case studies will be used in this course. The total cost incurred by each student will be no more than \$20.00. The instructor will make these case studies available during the course, and the costs will be billed prior to the end of the semester.

**COURSE ASSESSMENT SUMMARY**

<i>Component</i>	<i>Due Date</i>	<i>Percentage of Final Grade</i>
Case Study Assignment #1	Jan. 25, 2022	10%
Journal Article Reviews	Feb. 18, 2022 & Mar. 15, 2022	10% x 2 = 20%
Case Study Assignment #2	Mar. 29, 2022	30%
Term Paper	Apr. 11, 2022	30%
Participation	Ongoing	10%

For a 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>



## **DESCRIPTION OF ASSESSMENT**

### **Case Study Assignment #1 (Due: Jan. 25, 2022) – 10%:**

Read the Case Study titled ‘Recruitment and Selection at Google’ at the end of chapter 1 and answer the four questions that follow. Be sure to support your answers with reference to the textbook as well as other relevant academic literature.

Your submission is to be a maximum of 4 pages, double-spaced, using 12-point Times New Roman font.

This assignment is to be completed individually.

A grading rubric will be posted to our UR Courses site.

### **Journal Article Reviews (Due: Feb. 18 & Mar. 15, 2022) – 10% x 2 = 20%**

You will be required to complete two Critical Journal Article Reviews, which requires reviewing journal articles that address 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); and (3) provide a clear response and interpretation of the article.

Your submissions are to be approximately 3 pages, double-spaced, using 12-point Times New Roman font.

These assignments may be completed individually or with a partner. If you decide to work with a partner, only one student needs to upload the submission to Turnitin.

### **Case Study Assignment #2 (Due: Mar. 29, 2022) – 30%**

You can complete this assignment as an individual or in self-selected groups of your own choosing (maximum of four students). Additional details regarding this assignment will be posted on our UR Courses site.



**Term Paper (Due: Apr. 11, 2022) – 30%:**

Individually, you will prepare a paper on a staffing-related topic of your choice.

You will be required to research the topic, in addition to utilizing content from the required class readings and supplemental research.

Your paper will be a maximum of 12 pages. Use 12-point Times New Roman font, one-and-a-half line spacing, 1-inch margins, and include page numbers.

Guidelines and a grading rubric will be posted on our UR Courses site.

**Participation - 10%:**

Students are expected to be present and 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.

Note: If you are absent from class without a valid reason, you will lose participation points for that day. However, just being present in class will not be enough to ensure a high grade.

The following guide will be used in assessing participation grades:

*Exceeds Expectations*

9 -10: Students in this category provide leadership in and out of the classroom and work toward enhancing the interpersonal dynamics of the class. Their level of engagement is high and consistent throughout the week and their contributions are thoughtful and relevant. Rather than dominating the setting, they act as facilitators, bringing others into the discussion.

*Meets Expectations*

7 – 8: Students show an active interest in class activities and participate actively in classroom discussions; regularly make insightful comments which help others to understand course material; act as positive group role models, etc.

*Does Not Meet Expectations*

6: Students attend class regularly, but only occasionally contribute to the classroom experience.

Less than 5: Students fail on all of the previously identified ways of contributing.



## **ACADEMIC REGULATIONS**

Late assignments will be penalized 10% for each day that they are late. Late assignments will not be accepted after five (5) days unless there are extenuating circumstances that have been discussed with the instructor prior to the assignment deadline, and the instructor has agreed to extend the deadline.

For the final term paper, all extensions will be considered a request for a deferred exam and will have to be signed by the instructor and final approval comes from the Faculty of Graduate Studies and Research.

Extensions or requests for changes by students to **final** exams and assignments 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 examination period will be denied. The deferral form can be found on the FGSR website at: <https://www.uregina.ca/gradstudies/forms.html>

### **Plagiarism and Academic Dishonesty:**

Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person's work is presented as one's own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, suspension, or expulsion from the University.

Students are reminded that they must adhere to the standards of ethics of the university (see Section on *Academic Conduct and Misconduct Regulations Governing Discipline for Academic and Non-academic Misconduct* in the Academic Calendar). Students must appropriately reference material and must submit their own work.

**For all formally assessed individual submissions**, students should not collaborate with other students in the preparation or writing of the work.



**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 UofR 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.

**CLASS SCHEDULE**

Jan. 11	Introductions and Review of Course Outline
Jan. 18	Chapter 1: An Introduction to Recruitment and Selection
<b>Jan. 25</b>	Chapter 2: Foundations of Recruitment and Selection I: Reliability and Validity <b>Case Study Assignment #1 Due</b>
Feb. 1	Chapter 3: Foundations of Recruitment and Selection II: Legal Issues
Feb. 8	Chapter 4: Job Analysis and Competency Models
Feb. 15	Chapter 5: Job Performance
<b>Feb. 18</b>	<b>Journal Article Review #1 Due</b>
Feb. 22	Winter Reading Week – No Class
Mar. 1	Chapter 6: Recruitment: The First Step in the Selection Process
Mar. 8	Chapter 7: Selection I: Applicant Screening
<b>Mar. 15</b>	Chapter 8: Selection II: Testing and Other Assessments <b>Journal Article Review #2 Due</b>



Mar. 22	Chapter 9: Selection III: Interviewing
<b>Mar. 29</b>	Chapter 10: Making Selection Decisions <b>Case Study Assignment #2 Due</b>
Apr. 5	Conclude
<b>Apr. 11</b>	<b>Term Paper Due</b>

**Please Note:** Class activities may occur that are not reflected on the class schedule, and adjustments may be necessary.