

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems
Course Prefix/Number: MGMT 404
Course Title: Recruitment, Selection and Placement
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Recruitment and selection of human resources for organizations; optimal utilization of human resources within organizations; use of tests and other techniques in human resource management.
- II. Prerequisites: MGMT 302
- III. Expanded Course Description: The course explores how today's organizations deal with workforce changes, plan for "people", and develop selection methods that best fit their organization,
- IV. Intended Student Outcomes:

Knowledge of strategic staffing concepts related to designing and implementing effective and efficient human resource management programs.

Knowledge of recruitment concepts (strategy, laws, methods, etc.) related to designing and implementing effective recruitment practices.

Define various techniques used for effective recruiting in today's organizations.

Knowledge of selection concepts related to designing and implementing effective selection practices.

Skill in using methods to evaluate selection tests.

Skill in using methods to conduct adverse impact analysis.

Skill in selecting appropriate selection assessment methods for a given job.

Skill in developing appropriate selection interview questions for a given job.

Knowledge of staffing management issues related to organizing, leading and controlling effective workforce planning and employment practices throughout the organization.

- V. Unless otherwise stipulated in this master syllabus by the department, the

following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure of give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

- VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

_____/_____/_____
Date