



COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Offered by: BUSINESS ADMINISTRATION			
Course Title: RECRUITMENT, SELECTION AND PLACEMENT		Course Org. Title: RECRUITMENT, SELECTION AND PLACEMENT	
Course Level: Bachelor's Degree		Course Code: MNO 4213	
Language of Instruction: English		Form Submitting/Renewal Date 22/09/2020	
Weekly Course Hours: 3		Course Coordinator: DR.ÖĞR.ÜYESİ SELCEN KILIÇASLAN GÖKOĞLU	
Theory	Application	Laboratory	National Credit: 3
3	0	0	ECTS Credit: 5



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Offered to:	Course Status: Compulsory/Elective
Name of the Department:	
BUSINESS ADMINISTRATION	Elective Course



DOKUZ EYLUL UNIVERSITY



FACULTY OF BUSINESS ADMINISTRATION OFFICE OF THE DEAN

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Instructor/s:

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Course Objective:

The purpose of this course is to focus on staffing (recruitment, selection, and placement) related activities to prepare students to take a strategic and modern approach to the attraction, selection, deployment, and retention of talent.

Learning Outcomes:

- 1 Evaluate recruitment and selection processes.
- 2 Explain how to use application form to predict job performance
- 3 Outline critical concerns for both internal and external sources of candidates.
- 4 Analyze the advantages and disadvantages of major type of media.
- 5 Explain the pros and cons of background investigations, reference checks, and pre-employment information services.
- 6 Develop oral/written communication skills; articulate and defend his/her position.
- 7 Develop and enhance the essential interpersonal skills to be an effective team member.

Learning and Teaching Strategies:

1. Lecture
2. Individual Project
3. Group Work & Presentations
4. Class discussions

Assessment Methods:

Name	Code	Calculation formula
Midterm	MT	
TermProject	TP	
Assignment	ASS	
CaseAnalysis	CSA	
FINAL COURSE GRADE	FCG	$MT * 030 + TP * 025 + ASS * 025 + CSA * 020$



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Further Notes about Assessment Methods:

Assessment Criteria:

1. Students will prepare their CV, and develop an employment application form can be used in an organization.
2. They will prepare a managerial help wanted ad.
3. Students will discuss at least 10 types of personnel test.
4. Students will compare methods used for recruiting job candidates.
5. Students will develop at least 3 question examples for 3 types of structured interviews.
6. They will differentiate structured and unstructured selection.
7. They will indicate alternative staffing options.

Textbook(s)/References/Materials:

1. Jean Phillips & Stan Gully, (2011), Strategic Staffing, 2nd Edition, Textbook, Prentice Hall, ISBN-10: 0136109748, ISBN-13: 9780136109747. Available also from: <http://www.mypearsonstore.com/bookstore/product.asp?isbn=0136109748&xid=PSED>
2. Additional Textbook: Gary Dessler (2011), Human Resource Management, Global Edition, 12/E, (additional textbook), Pearson Higher Education, ISBN: 9781408279083. Available also from: <http://www.pearsoned.co.uk/bookshop/detail.asp?item=100000000426617>
3. Companion Website for Strategic Staffing, 2/E, Phillips & Gully, online resource is available at no cost at: <http://www.prenhall.com/phillips>
4. HRM related web sites and portals such as: http://humanresources.about.com/od/recruitingandstaffing/Employee_Planning_Recruiting_Selecting_Staffing_and_Hiring.htm, etc.
5. Lecture Notes

Course Policies and Rules:

1. Attending at least 70% of lectures is mandatory.
2. Plagiarism of any type will result in disciplinary action.



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Contact Details for the Instructor:

Room : 127/B

selcen.kilicaslan@deu.edu.tr

Office Hours:

TBA

Course Outline:

Week	Topics:	Notes:
1	Overview of Recruitment, Selection, and Placement	Gary Dessler, Human Resource Management, 12th E., a blend of Chapters # 5, 6, 7
2	Strategic Staffing	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.1, p.1-21
3	Business and Staffing Strategies	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.2, p.21-48
4	Strategic Job Analysis and Competency Modeling	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.4, p.84-114
5	Forecasting and Planning	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.5, p.114-139
6	Group Presentations, Discussions, Evaluations	
7	Recruiting	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.7, p.168-198
8	Assessing External Candidates	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.9, p.232-272
9	Assessing Internal Candidates	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.10, p.272-295
10	Choosing and Hiring Candidates	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.11, p.295-320



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11	Sourcing: Identifying Recruits	Jean Phillips & Stan Gully, (2011), Strategic Staffing, Chp.6, p.139-168
12	Group Presentations, Discussions, Evaluations	



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ECTS Table

Course Activities	Number	Duration (hour)	Total Work Load (hour)
In Class Activities			
Lectures	12	1,5	18
Tutorials	12	1,5	18

Exams

Midterm	1	2	2
Project Assignment	1	2	2

Out of Class activities

Preparation before/after weekly lectures (reading, analyz	12	2	24
Preparation for Midterm Exam	1	10	10
Preparing assignments	3	4	12
Preparing Individual Assignments (Term Projects etc)	1	15	15
Preparing Group Assignments (Term Projects etc)	1	8	8
Reading	12	1	12
Total Work Load (hour)			121
ECTS Credits of the Course= Total Work Load (hour) / 25			5