# MGMT2050

# Staffing Organisations

Session 1, Special circumstances, North Ryde 2021

*Department of Management*

# Contents

**Notice**

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

# General Information

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| Unit convenor and teaching staff<br>Unit Convenor<br>Hector Viveros Tapia<br>hector.viveros@mq.edu.au |
| Credit points<br>10 |
| Prerequisites<br>HRM107 or MGMT1007 |
| Corequisites |
| Co-badged status |
| Unit description<br>This unit addresses staffing organisations. It examines measurement and decision making in HR selection, job analysis techniques, performance prediction, attraction strategies, and selection methods. Students will be able to explain the role of HR measurement and evaluate staffing programs in a variety of organisational settings. The unit takes a technical approach and both the scholarly literature and applied practices of specialist topics are examined. |

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

# Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Analyse and explain the role of HR measurement, reliability and validity in staffing decision making.

**ULO2:** Critically evaluate staffing processes and decision making.

**ULO3:** Describe and assess a range of sustainable, best practice staffing processes.

**ULO4:** Communicate effectively in both scholarly and professional contexts.

# General Assessment Information

**Late Assessment Policy:**

Late assessment submissions must be submitted through the appropriate submission link in iLea

rn. No extensions will be granted unless an application for Special Consideration is made and approved. There will be a **deduction of 10%** of the total available marks made from the total awarded mark for each **24 hour period** or part thereof that the submission is late. Late submissions will not be accepted after solutions have been discussed and/or made available.

*Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.*

# Assessment Tasks

| Name | Weighting | Hurdle | Due |
|------|-----------|--------|-----|
| Literature review | 20% | No | Week 6 |
| Report | 50% | No | Week 11 |
| Online Final Exam | 30% | No | University Examination Period |

## Literature review

Assessment Type [1]: Literature review
Indicative Time on Task [2]: 15 hours
Due: **Week 6**
Weighting: **20%**

A literature review of up to 1,200 worth 20%.

On successful completion you will be able to:

- Critically evaluate staffing processes and decision making.
- Communicate effectively in both scholarly and professional contexts.

## Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 25 hours
Due: **Week 11**
Weighting: **50%**

This assessment consists of two components worth 50% in total. The first component is an up to 2,000 word report worth 40%. The second component is participation in discussion forums worth 10%.

On successful completion you will be able to:

- Analyse and explain the role of HR measurement, reliability and validity in staffing decision making.
- Critically evaluate staffing processes and decision making.
- Describe and assess a range of sustainable, best practice staffing processes.
- Communicate effectively in both scholarly and professional contexts.

# Online Final Exam

Assessment Type [1]: Examination
Indicative Time on Task [2]: 15 hours
Due: **University Examination Period**
Weighting: **30%**

A two-hour online examination, administered via iLearn and worth 30% will be held during the University Examination Period.

On successful completion you will be able to:

- Analyse and explain the role of HR measurement, reliability and validity in staffing decision making.
- Describe and assess a range of sustainable, best practice staffing processes.

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

# Delivery and Resources

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| **Required text** | • Gatewood, Feild, and Barrick (2016). Human Resource Selection. (8th ed.). Cincinnati: Southwestern College Publishing Company.<br><br>This is an American textbook selected for the thorough manner in which the technical aspects of selection have been addressed. The text is available at the University Co-Op Bookshop and is also available online.<br><br>**E-text information:**<br><br>Students can access the Gatewood Feild & Barrick text via CengageBrain.com which a single destination for print textbooks, eBook, single eChapters, and study tools.<br><br>http://www.cengagebrain.com.au/shop/FAQ.html has some extra links if students are experiencing compatibility issues. On the left hand panel is a link "Requirement and Capabilities".<br><br>For technical help with eBooks or your purchase go to http://www.cengagebrain.com.au/shop/Support.html |
| **Unit web page** | The web page for this unit can be found at: https://ilearn.mq.edu.au/login/ |
| **Technology Used and Required** | Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/).<br><br>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students. |
| **Delivery Format and Other Details** | • Number and length of classes: **1 x 2 hour lecture and 1 x 1 hour tutorial, i.e. 3 hours** per week unless indicated otherwise in the lecture schedule. Classes may vary due to public holiday(s)<br>• Tutorials will commence in **Week 2.**<br>• The timetable for classes can be found on the University web site at: http://www.timetables.mq.edu.au/ |
| **Recommended readings** | • Recommended readings are provided via the Leganto links on the iLearn Unit page |
| **Inherent Requirements** | • None |

# Unit Schedule

Please see iLearn.

# Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Assessment Policy
- Fitness to Practice Procedure

- Grade Appeal Policy
- Complaint Management Procedure for Students and Members of the Public
- Special Consideration Policy

Students seeking more policy resources can visit Student Policies (https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/student-conduct

## Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au or if you are a Global MBA student contact globalmba.support@mq.edu.au

# Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

## Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

# Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

## IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/ offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.