General Information

Unit convenor and teaching staff
Unit Convenor
Denise Jepsen
denise.jepsen@mq.edu.au

Credit points
10

Prerequisites
HRM107 or MGMT1007

Corequisites

Co-badged status

Unit description
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 submissions of assessments
Unless a Special Consideration request has been submitted and approved, no extensions will be
Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review</td>
<td>20%</td>
<td>No</td>
<td>8/4/2022</td>
</tr>
<tr>
<td>Report</td>
<td>50%</td>
<td>No</td>
<td>Weeks 7 to 12, and 17 May 2022</td>
</tr>
<tr>
<td>Online Final Exam</td>
<td>30%</td>
<td>No</td>
<td>In MQ exam period</td>
</tr>
</tbody>
</table>

**Literature review**

Assessment Type 1: Literature review
Indicative Time on Task 2: 15 hours
Due: 8/4/2022
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: Report
Indicative Time on Task: 25 hours
Due: **Weeks 7 to 12, and 17 May 2022**
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: Examination
Indicative Time on Task: 15 hours
Due: **In MQ exam 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.

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 Learning Skills Unit 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

<table>
<thead>
<tr>
<th>Required text</th>
</tr>
</thead>
</table>

This is an American textbook selected for the thorough manner in which the technical aspects of selection have been addressed. The text is available online through Booktopia.

E-text information:

Students can access the Gatewood Feild & Barrick text via CengageBrain.com which a single destination for print textbooks, eBook, single eChapters, and study tools.


<table>
<thead>
<tr>
<th>Unit web page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology Used and Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>).</td>
</tr>
</tbody>
</table>

iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.

<table>
<thead>
<tr>
<th>Delivery Format and Other Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended readings are provided via the Leganto links on the iLearn Unit page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inherent Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

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, (e.g. 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/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Getting help with your assignment
- Workshops
- Chat with a WriteWISE peer writing leader
Student Enquiry Service
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

Equity 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.

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.