



# MGMT2050

## Staffing Organisations

Session 2, Online-scheduled-weekday 2022

*Department of Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff Unit Convenor Denise Jepsen <a href="mailto:denise.jepsen@mq.edu.au">denise.jepsen@mq.edu.au</a>
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 Assessment Submission Penalty (written assessments)

Unless a [Special Consideration](#) request has been submitted and approved, a 5% penalty (of the

total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Literature review</a>	20%	No	Week 4
<a href="#">Report</a>	50%	No	Week 7
<a href="#">Online Final Exam</a>	30%	No	University exam period

### Literature review

Assessment Type <sup>1</sup>: Literature review

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Week 4**

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 <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Week 7**

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 <sup>1</sup>: Examination

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **University 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.

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<sup>1</sup> 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.

<sup>2</sup> 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

<b>Required text</b>	Gatewood, Feild, and Barrick (2016). Human Resource Selection. (8th ed.). Cincinnati: Southwestern College Publishing Company.  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 <a href="#">Booktopia</a> .
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<b>Unit web page</b>	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>
<b>Technology Used and Required</b>	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> ).  iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.
<b>Delivery Format and Other Details</b>	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>
<b>Recommended readings</b>	Recommended readings are provided via the Leganto links on the <a href="#">iLearn</a> Unit page
<b>Inherent Requirements</b>	None

## Unit Schedule

<b>Week 1:</b> Introduction to unit, selection
<b>Week 2:</b> Job performance & measurement
<b>Week 3:</b> Reliability and validity
<b>Week 4:</b> Graduate recruitment & selection
<b>Week 5:</b> Sustainability
<b>Week 6:</b> Simulations & assessment centres
<b>Week 7:</b> Job analysis
<b>Week 8:</b> Recruitment & screening procedures
<b>Week 9:</b> Interviewing
<b>Week 10:</b> Psychometric assessments
<b>Week 11:</b> Selection decision making
<b>Week 12:</b> <a href="#">Australian recruitment law</a>
<b>Week 13:</b> Course review & wrap up

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](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 \(https://policies.mq.edu.au\)](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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## 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.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](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.