MGMT2050

Staffing Organisations

Session 1, Online-scheduled-weekday 2025

Department of Management

Contents

Disclaimer

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General Information

Unit convenor and teaching staff
Unit Convenor
Farzana Ashraf
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Contact via Email
Available on iLearn

Credit points
10

Prerequisites
50cp at 1000 level or above

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
Literature review	30%	No	Week 6
Active Engagement Task	30%	No	Weeks 2 to 12 during tutorial
Report	40%	No	Week 12

Literature review

Assessment Type [1]: Literature review
Indicative Time on Task [2]: 20 hours
Due: **Week 6**
Weighting: **30%**

A literature review of up to 1,200

On successful completion you will be able to:

• Critically evaluate staffing processes and decision making.

• Communicate effectively in both scholarly and professional contexts.

Active Engagement Task

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 5 hours
Due: **Weeks 2 to 12 during tutorial**
Weighting: **30%**

This participatory task will comprise of students' completion of tutorial tasks in-class, contribution to tutorial discussions, and interaction in tutorials. Student performance in these activities will be assessed.

On successful completion you will be able to:
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- 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.

Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 30 hours
Due: **Week 12**
Weighting: **40%**

A 2,000 word report.

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.

[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

Required text	Gatewood, Feild, and Barrick (2019). Human Resource Selection. (9th 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. Hard or soft (ebook) versions of the text are available online through Wessex Press at https://wessexlearning.com/products/human-resource-selection?variant=17548062949433. Online versions of the previous (8th) edition of this textbook are on Leganto.
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/). 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	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

Week	Lecture Topic
Week 1	Introduction to unit, Recruitment and Selection
Week 2	Job performance & Measurement
Week 3	Reliability & Validity
Week 4	Graduate Recruitment & Selection
Week 5	Sustainability & Artificial Intelligence in Recruitment and Selection
Week 6	Simulations Tests & Assessment Centres
Week 7	Job Analysis
Week 8	Recruitment & Screening Selection Procedures
Week 9	Interviewing

Week 10	Psychometric Assessments
Week 11	Selection Decision Making
Week 12	Australian Recruitment Law
Week 13	Wrap Up

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
- 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). 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 connect.mq.edu.au or if you are a Global MBA student contact 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 Advocacy provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via the Service Connect Portal, 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/.

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.

Unit information based on version 2025.01R of the Handbook