HRM 250

Human Resource Management

S1 Day 2016

Dept of Marketing and Management

Contents

General Information

Unit convenor and teaching staff
Convenor
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Monday 10-11am

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Credit points
3

Prerequisites
HRM107

Corequisites

Co-badged status

Unit description
This unit addresses recruitment and selection in organisations. It examines measurement and decision making in HR selection, job analysis techniques, performance prediction, interviewing and psychometric assessment. Students will be able to explain the role of HR measurement and evaluate selection 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. Students will develop graduate capabilities in a range of areas including critical analytical thinking, research capability and problem solving.

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:

Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.

Describe and explain the concepts of reliability and validity of selection data in addition to

making effective selection decisions.

Explain the role of job analysis and describe techniques to collect job information.

Describe job performance measures and the appropriate use and important characteristics of each measure.

Identify steps, difficulties and constraints in developing a selection program and examine the range of selection programs in a variety of organisational settings

Assessment Tasks

Name	Weighting	Due
Individual Essay	30%	Wk 7
Group Presentation & Report	30%	Wks 8, 9, 10 in tutes
Final Examination	40%	University Examination Period

Individual Essay

Due: **Wk 7**
Weighting: **30%**

Submission: This assessment is to be submitted ONLINE through TURNITIN and is due by midnight on Friday 8th April 2016.

Extension: No extensions will be granted. Late essays will be accepted up to 72 hours after the submission deadline. Essays submitted after 72 hours will be awarded 0 marks.

Penalties: No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period (INCLUDING WEEKENDS) or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after results have been released.

On successful completion you will be able to:
• Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
• Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.
• Describe job performance measures and the appropriate use and important characteristics of each measure.
• Identify steps, difficulties and constraints in developing a selection program and examine the range of selection programs in a variety of organisational settings

Group Presentation & Report

Due: **Wks 8, 9, 10 in tutes**
Weighting: **30%**

Full details of this assessment is available to enrolled students on iLearn

Submission: During tutorial

Penalties: No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period (INCLUDING WEEKENDS) or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after results have been released.

On successful completion you will be able to:

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
- Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.
- Explain the role of job analysis and describe techniques to collect job information.
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Final Examination

Due: **University Examination Period**
Weighting: **40%**

The final exam is worth 40% of the final mark. It is not necessary to pass the final exam in order to pass this unit.

A final examination is included as an assessment task for this unit to provide assurance that the product belongs to the student and the student has attained the knowledge and skills tested in the exam. A 3 hour final examination for this unit will be held during the University Examination period.

On successful completion you will be able to:

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
- Explain the role of job analysis and describe techniques to collect job information.
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characteristics of each measure.

- Identify steps, difficulties and constraints in developing a selection program and examine the range of selection programs in a variety of organisational settings

Delivery and Resources

Classes

The subject consists of a weekly two hour lecture and a one hour tutorial. The timetable is at: http://www.timetables.mq.edu.au/ Note: Students must attend 80% of all tutorials to complete the unit, i.e., miss no more than two tutorials, including medical absences. A log will be taken to record attendance. Medical certificates are required for medical absences and should be given to your tutor.

You must stay in the tutorial to which you were enrolled as a cap is applied on the number of students to each tutorial in order maximise your learning experience. However, you may change a tutorial, providing the tutorial you wish to change to has a vacancy. The only way you can do this is via e-student within two weeks of the start of semester. Changes cannot be made after week two.

Students are expected to arrive on time, certainly before five minutes past the hour and not to leave until the class ends.

Mobiles should be turned off during classes, not simply set to silent. Texting or other mobile phone activity during class is distracting to the student, the lecturer and other students and is strictly forbidden. Students violating this requirement will be asked to leave the class.

Required and Recommended Texts and/or Materials

The textbook required for this unit is available for purchase at the University Co-op Bookshop and a limited number are available in the Macquarie University library:

Gatewood, Field, and Barrick (2016). Human Resource Selection. (8th ed.). Boston: Cengage Learning. 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. The previous (7th) edition of the text is also useable in this unit, and students will not be penalised for using that edition of the text. Students using the 7th edition are advised to use the lecture name rather than the chapter number when mapping the chapters against the weekly schedule.

E-text information: Students can access the Gatewood & Barrick text via CengageBrain.com which a single destination for print textbooks, eBook, single eChapters, and study tools. 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". For technical help with eBooks or your purchase go to http://www.cengagebrain.com.au/shop/Support.html. CengageBrain eBooks provide two years of access. While the pricing is below that of the print book, the eBook cannot be on-sold at the end of your studies. The eBook is not able to be copied to another student.

Recommended reading for those interested in less technical side of recruitment:

Compton, Morissey & Nankervis, Effective Recruitment and Selection Practices. (5th ed.). CCH Australia Limited, Sydney.

Knox-Haly (2008). How to stop your workplace going pear-shaped: Readings in HR Risk Mitigation. (1st ed). Tilde Uni Press, Prahan, Vic. This Australian text incorporates legal perspectives on workplace issues and recruitment.

You should familiarise yourself with the relevant HRM journals in the library:

- Academy of Management Journal
- Asia Pacific Journal of HR
- Australian Journal of Management
- California Management Review
- Harvard Business Review
- HRM Journal
- International Journal of Employment Studies
- International Journal of HRM
- International Journal of Manpower
- Personnel Journal
- Labour & Industry
- AHRI Asia Journal
- Personnel Management
- Personnel Review
- Sloan Management Review
- The Journal of Industrial Relations

Some useful websites

- http://www.industrialrelations.nsw.gov.au
- http://www.fairwork.gov.au
- http://www.ahri.com.au
- http://www.actu.org.au
- http://www.deewr.gov.au

Key research databases for your study of HRM include

- Ebsco host: Academic Search Elite
- Business Source Primer
- Journals@Ovid PsycArticles
- PsycINFO

- Psychology and behavioral sciences collection
- Web of science

Technology Used and Required

Unit Web Page

- The online resource (iLearn: https://ilearn.mq.edu.au) to accompany this unit is used for student announcements and electronic distribution of materials.
- Students should check the unit website regularly and a minimum of once a week. The slides for each week's lectures will be loaded to the iLearn site.
- Note that the slides presented in the lecture may have been recently updated and not be identical to the slides on iLearn.
- Lectures are recorded for student use through the Echo system and may be accessed through iLearn.

Learning and Teaching Activities

The lecture will generally involve presentation of theoretical material as a basis for more general discussion in the tutorials. Tutorials will focus on practical application of the material, and will emphasize students' own future careers and job searches. Students are expected to have read prescribed reading prior to class and engage in tutorial group discussions.

Unit Schedule

The following schedule is provided as a guide to the semester's lectures and activities, however changes may be made to accommodate guests or for other reasons. Any relevant changes will be advised in lectures and/or on the unit's iLearn page.

Week Lecture Topic	Tutorial activities	Text chapters (8th edition)	Assessment tasks and feedback
Week 1: W/C 29 Feb 2016 Introduction to unit, Selection	No tutorial	Ch 1	
Week 2: W/C 7 March Job performance concepts and measures, and HR measurement in selection	Form groups and select topics	Chs 2,6	
Week 3: W/C 14 March Reliability & Validity	Writing a literature review	Chs 7,8	
Week 4: W/C 21 March Easter: No lecture this week.	No in-person tutorial this week.		

Week 5: W/C 28 March Job Analysis	Job analysis; writing a job advertisement	Ch 3	
Week 6: W/C 04 April Recruitment of Applicants; Forms and Reference Checks	Decision making selection matrix	Chs 5,9	Ass #2: Essay (30%)
No classes: 11 to 24 April			
Week 7: W/C 25 April ANZAC DAY, lecture slides online: Strategies for Selection Decision Making	No in-person tutorial this week. ***Recruitment forms, conducting reference checks*** materials available online	Ch 15	
Week 8: W/C 2 May Ability Tests, Personality Assessment	Group presentation	Chs 11, 12	Ass #3: Presentations (30%)
Week 9: W/C 9 May Simulations, Performance Tests & Assessment Centres	Group presentation	Ch 13	Ass #3: Presentations (30%)
Week 10: W/C 16 May Industry update guest lecture	Group presentation		Ass #3: Presentations (30%)
Week 11: W/C 23 May Australian Recruitment Law and Diversity (guest lecturer, Graham Evans)	Public sector recruitment		
Week 12: W/C 30 May The Selection Interview	Interviewing skills & role plays	Ch 10	
Week 13: W/C 06 June Sustainability in recruitment & selection, course review, catchup and exam briefing	Course review including sustainability, diversity and e-recruitment		Final exam in exam period (40%)

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, 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.

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

http://www.mq.edu.au/policy/docs/grading/policy.html

Grading Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

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 improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

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

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.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
- Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.
- Explain the role of job analysis and describe techniques to collect job information.
- Describe job performance measures and the appropriate use and important characteristics of each measure.
- Identify steps, difficulties and constraints in developing a selection program and examine the range of selection programs in a variety of organisational settings

Assessment tasks

- Individual Essay
- Group Presentation & Report
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.

- Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.
- Explain the role of job analysis and describe techniques to collect job information.
- Describe job performance measures and the appropriate use and important characteristics of each measure.
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Assessment tasks

- Individual Essay
- Group Presentation & Report
- Final Examination

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
- Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.
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Assessment tasks

- Individual Essay
- Group Presentation & Report
- Final Examination

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcomes

- Understand the role of HR measurement in selection decision making and explain important measurement principles of selection instruments.
- Describe and explain the concepts of reliability and validity of selection data in addition to making effective selection decisions.

Assessment tasks

- Group Presentation & Report
- Final Examination

Changes from Previous Offering

What has changed from previous offerings of this unit?

Unit changes since last semester have been based on student feedback, pedagogy and movements in the recruitment industry. Specific changes to the unit include increased explicit links between lectures and tutorials. The updated textbook is now used.

Teaching delivery has been adjusted for both Anzac Day and Easter which fall on lecture days for this unit this semester. There will be no lectures or tutorials in those weeks but relevant lecture and/or tutorial content for those weeks will be available online and students will be directed in that self-study.

Global Contexts & Sustainability

The Australian context is used as the base case to illustrate human resources functions in global contexts, and international organisations are used as case studies in many instances. Students are encouraged to share their knowledge of international experiences that may demonstrate consistency or contrast with local practice. Sustainability and sustainable practices are are specifically addressed in one lecture on that topic and the convenor's journal paper on sustainable practices in recruitment and selection is used in the unit.

Research and Practice

- This unit includes sustainable recruitment & selection practices as a core element.
- This unit uses research by Macquarie University researcher:
  - Jepsen, D. M., & Grob, S. (2015). Sustainability in Recruitment and Selection:

Building a Framework of Practices. *Journal of Education for Sustainable Development, 9*(2), 160-178.