

Course Outline

Department of Management
School of Business and Economics

HRMN 3830-3
Human Resource Planning and Staffing (3,0,0)

Calendar Description

Students examine the policies and procedures for the planning, acquisition, deployment, and retention of a workforce of sufficient size and quality to allow an organization to attain its strategic goals. Topics include the strategic importance of staffing, the staffing environment, human resource planning, job analysis and design, recruitment, applicant screening, employee testing, interviews, references, decision making, employment contracts, methods of evaluating the hiring process, deployment, and retention.

Educational Objectives/Outcomes

Upon completing this course, students will be able to:

1. Describe the strategic importance of staffing.
2. Understand the impact of the external environment on staffing.
3. Develop a workforce plan.
4. Evaluate the current issues and methodologies used in recruitment and selection.
5. Compare decision making models.
6. Explain the interdependence of staffing with other HRM functions.
7. Review and analyse relevant employment legislation.
8. Develop and apply interview techniques.
9. Recommend retention strategies.
10. Discuss current issues in staffing.

Prerequisites

HRMN 2820 or HRMN 3820

Co-requisites

Texts/Materials

Catan, Weisner, Hackett, Methot, Recruitment and Selection in Canada, 5th Edition, Nelson.

Student Evaluation

Exams	55%
Presentation	15%
Class participation	10%
Assignments/quizzes	20%

Students must pass the final exam to pass the course

Course Topics

1. Strategic Importance of Staffing
2. Staffing Environment
 - Economic
 - Legal
3. Human Resource Planning
 - Workforce Planning
4. Job Analysis and Design
 - Competency Model
5. Recruitment
 - Strategy and Sources
6. Applicant screening
 - Methods
 - Harnessing technology
7. Employee Testing
 - Types
 - Methods
 - Legal issues
8. Interviews
 - Process
 - Methods
 - Structured interviews
 - Interviewer training
9. References
 - Process
 - Importance
10. Decision Making
 - Models

- Collecting
- Evaluating information

11. Employment Contracts

12. Methods of Evaluating the Hiring Process

13. Deployment

- Orientation
- On boarding

14. Retention

Methods for Prior Learning Assessment and Recognition

As per TRU policy.

Attendance Requirements – Include if different from TRU Policy

As per TRU policy.

Special Course Activities – Optional

None

Use of Technology – Optional

None