

COURSE SYLLABUS



COURSE TITLE:	BUS 318 Recruitment & Selection
CLASS SECTION:	Sec 001: Tuesdays 8:30am – 11:20am
TERM:	Summer 2022
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Lecture: CBA 285

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME:	Aidan Dumaisnil (she/her)
EMAIL:	DumaisnilA@camosun.ca
OFFICE:	CBA 259
HOURS:	T/Th, 1:00 – 2:00pm or by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will examine current and future recruitment, selection and engagement strategies in high performance organizations. With an emphasis on applied learning, students will analyze the complexities of employment issues, trends and legislative requirements affecting recruitment and selection. Students will develop and apply competency-based selection processes and methodologies to source, recruit and select the best candidates for the organization.

PREREQUISITE(S): C in BUS 210 – Must be completed prior to taking this course

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, a student will be able to:

1. Identify how strategic recruitment and selection functions relate to organizational effectiveness and efficiency
2. Identify, adapt and implement strategic recruitment approaches that are effective, efficient and legally compliant
3. Develop comprehensive recruitment and selection processes including clarification of job competencies, designation of selection criteria, and utilization of appropriate screening procedures

4. Work collaboratively to apply competency-based selection interviewing to implement recruitment and selection processes
5. Critique and assess the effectiveness of recruitment and selection techniques

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Catano, V.M., Hackett, R.D., Wiesner, W.H., Roulin, N., & Belcourt, M. (2021). *Recruitment and Selection in Canada*, 8th edition. Toronto, Ontario. Nelson Education Ltd.

Ivey (Online Case \$4.50).

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

DATE	DETAILS	READINGS
Week 1 May 3	Course Overview Intro to Recruitment & Selection	Ch. 1
Week 2 May 10	Legal Issues in Recruitment & Selection	Ch. 3
Week 3 May 17	Case presentations Recruitment Strategies	Ch. 6
Week 4 May 24	Recruitment Strategies & Social Recruiting	Ch. 6
Week 5 May 31	Reliability & Validity Job Performance in R&S	Ch. 2 Ch. 5
Week 6 June 7	Applicant Screening Selection Testing Recruitment plan due	Ch. 7 Ch. 8
Week 7 June 14	Job Analysis Competencies & Weighting	Ch. 4
Week 8 June 21	Selection Interviews Scoring Workshop	Ch. 9
Week 9 June 28	MIDTERM EXAM (Chapters 1 – 9 + Cases + Alley Consulting Resource)	
Week 10 July 5	Workshop – Competencies, BIs, etc.	
Week 11 July 12	Remote Selection Interviews/ Selection Report Prep	
Week 12 July 19	Reference Checking & Orientation Reference questions & orientation checklist due Selection report due Peer feedback	
Week 13 July 26	Case Analysis	
Week 14 Aug 2	Case Presentations	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

Assessment	% of Final Grade	Total %
a) Exams		30
Midterm Exam	30	
b) Group Work		60
Legal case analysis & presentation	10	
Group selection report	25	
Case analysis (must be in class to participate in BOTH the analysis and presentation to earn the 15%)	15	
Reference questions/Orientation checklist	5	
Peer review	5	
c) Individual Work		10
Recruitment plan	10	
Total Assessments		100

Percentage – Grade / Grade Point Equivalency

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1

0-49	F	Minimum level has not been achieved.	0
------	---	--------------------------------------	---

NOTES ON ASSESSMENTS:

Method	Description	Value
Midterm Exam: Chapters 1, 2, 3, 4, 5, 6, 7, 8 & 9 plus Legal Cases and Alley Consulting resource	Exam will be based on class discussions, additional resources such as articles and videos, and information from the text and other sources. A passing grade on the Midterm knowledge exam is required in order to be marked as part of the team in the Group selection report. Those who do not pass the exam will be marked independently from the group on their portion of the project. Results from the exam remain confidential.	30%
Legal Case Analysis & Presentation		10%
You will be assigned to a team to analyze a legal case regarding Recruitment & Selection. Your team and case assignment will be posted to D2L at the end of week one. You must have read the case and then be prepared to work with your team to analyze the case and prepare a PowerPoint presentation in Week 2. Your team will present to the class in Week 3.		
Recruitment Plan		
You will choose a job by locating a current job posting for an entry-level management position (currently posted or posted within the last three months) in Western Canada. Search on CareerBuilder, indeed, other job sites or the website of companies you are interested in. You will then prepare a recruitment plan for that job. This assignment allows you to begin the process of customizing a recruitment process for a position. <i>All of your work must be in your own words – no copying/pasting from other sources.</i>		15%
Your Recruitment Plan will be submitted using the template provided and includes the following: <ul style="list-style-type: none"> ○ Summary of the organization with a bit of information and data on the company itself and the sector or industry that the company operates within (must be in your own words) ○ The job posting you've acquired and supporting NOC data as your data sources contained in an Appendix, the branding considerations that you spot and then others you would recommend along with the EVP you suggest be visible in the recruiting process as well as the specific sources and methods you suggest the organization use to attract the best candidates to the selected position (including social media sources). ○ KSA's (knowledge, skills, and abilities broken down and <u>categorized</u>) and performance domain information for the position ○ You will also provide a rationale for all suggested recruitment sources. Please use the template provided and attach a copy of the actual posting and NOC info. Please see the marking rubric. 		
Remote Interview and Selection Report		
This is partly a team assignment with components that must be completed individually. You will work in <u>teams of two</u> . You will use one of the positions used in your recruitment plans for this assignment.		
Interview Your team will conduct a 20-minute remote panel interview for the position based on the Interview Guide that you will create with the group (details below). Your group will need to arrange for a friend/colleague/fellow student/neighbour to play the role of the candidate. Each panel member will play an active part in the interview, assuming one of the following roles: supervisor of the position, peer,		

HR advisor, internal client. Your interview must be recorded and submitted along with your Selection Report.

To prepare to conduct a valid and reliable selection interview, your group will develop a competency framework, set of interview questions and scoring guide. This interview will be conducted remotely. Your group will then create and submit a selection report with the following sections:

- Cover page with team members names
- Table of contents
- Job Description (custom created by your team)
- Interview Guide - Competencies & Behavioural Indicators with Definitions and corresponding BBI & Situational Interview Questions, includes detailed Scoring Guide and Sample Answers
- Reflective Writing Submissions
- Appendices (include raw interview notes, job posting, references and research)

Job Description for your Position

Summarize the organization, the position and then outline the duties, responsibilities, qualifications & working conditions – all with consideration for the important competencies for this job. This is to be original work – your work, and based on the job posting and NOC information. Be sure to use a standard job description format.

Interview Guide

- 1) Two primary competencies (one per person) clearly defined and fully developed. Each competency will have:
 - 1) 2 Behavioural Indicators
 - 2) 2 Behavioural Interview questions - clearly marking which indicator each question measures
 - 3) 1 Situational interview question
 - 4) Sample probe questions
 - 5) Scoring guide and sample answers for each score (0, 5, 10)
- 2) A separate sheet showing the full and complete list of your interview questions including who will ask each question.
- 3) A scoring guide to be used for assessment of each candidate's interview. Each question will outline the competency being measured and will have corresponding weighting for scoring. You must explain the criteria against which the competencies are measured and provide information on expected answers (ex: if using 0-5-10 as values – discuss what each level of answer looks like). Scoring Guides will be discussed in class.

Reflective Writing Submissions

After reviewing the video tape each team member will prepare a written reflection of the interview process with lessons learned. Frame your reflection using relevant information from Chapter 9, and other independent research on conducting and structuring effective interviews. Ensure that you discuss the interview preparation phase – what considerations did the team bring to the preparation phase? Also consider the value you gained from the structured, behavioural interview process. Additionally, discuss the value of multiple roles/perspectives on a Selection panel. Use research to support your answer. Be sure to also address the following:

- How did the questions work for you? How did you find the scoring guide?
- How did you find the validity and reliability? What do you base your opinion on?
- What did you find most beneficial to you for the future in this exercise?
- What, if anything, would you have done differently to strengthen your interview process and performance?

Appendices

Include raw interview notes (STAR), job posting, research and references.

<p>Selection Report total length: 12-14 pages double-spaced (<i>excluding Cover Page, Reference page and Appendices</i>) – properly cited using APA style; well-organized and professionally presented. You will also submit the video to the Assignment folder in D2L.</p>	
<p>Case Analysis - Completed in Teams</p>	
<p>In Week 12 you will be assigned a case study (individual copies must be purchased online, information to access posted on D2L) related to recruitment that you will analyze in groups. You will use class time to analyze the case and prepare a PowerPoint presentation to support your 15-minute presentation to the class in Week 13. The idea is to identify the key issues presented in the case, to prepare a short summary of the organization, set and make visible a set of decision criteria and then to propose logical and practical HR solutions to the key issues identified using the knowledge you’ve gained from the course. This is a 2-part process and you MUST be involved in both parts to access the marks for this assignment.</p>	<p>15%</p>
<p>Peer Review</p>	
<p>Your in-team participation mark is assessed by the members of your Selection Report team. This is submitted confidentially by each team member to the Assignment folder in D2L.</p>	<p>5%</p>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: <http://camosun.ca.libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College’s Academic Integrity Policy. See Camosun’s (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor’s permission.
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

SCHOOL OR DEPARTMENTAL INFORMATION

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from:

<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

Deadlines, exams, and assignments. You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Final exams: Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from:

<http://camosun.ca/learn/calendar/current/procedures.html#academic>.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized

Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.