
MOS 3384B Personnel Recruitment and Selection
Course Outline: Section 001/WINTER 2014

1. Course Information:

1.1. Class Location and Time:

SSC 3006

Monday 6:00 p.m. – 9:00 p.m.

1.2. Instructor: Cristin A. Keller, BSBA, MBA, JD

Office: SSC 4434

Office Hours: 5:20 p.m. – 5:50 p.m. Monday and Wednesday, or by appointment

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Email: cristinkeller@gmail.com

Website Address: <https://owl.uwo.ca/portal>

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about “Accessibility at Western” is available at: <http://accessibility.uwo.ca>

2. Calendar Description

- 2.1.** An introduction to the theory and scientific methods of psychological assessment for the purposes of personnel selection, with an emphasis on the most current and valid selection procedures. Related topics include job analysis and competency modeling, recruitment, decision-making, legal and ethical issues

3 lecture hours, 0.5 course

- 2.2. Antirequisite(s):** None

- 2.3. Prerequisite(s):** Enrollment in 3rd or 4th year of BMOS

- 2.4.** Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You

will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

3. Textbook

- 3.1. *Recruitment and Selection in Canada, 5th Edition (2013)*
Catano/Wiesner/Hackett
Nelson

4. Course Objectives

- 4.1. The objectives of this course are to explore the theory, build knowledge on the required tools, and practice the required skills for professional level practice. The emphasis will be on valid selection procedures. Other key topics include reliability/validity, job analysis, recruitment processes, and legal and ethical issues.

5. Evaluation

5.1.

Exam	Percentage of Course Grade
Midterm #1	30%
Midterm #2	30%
Final	40%

You will be evaluated on the basis of two midterm tests (30% each) and a final exam (40%). There will be no re-weighting of exams. Each exam, in total, will be scheduled for 2 hours and are **closed book examinations. Dictionaries, electronic devices or other aids are NOT allowed into the examinations.** If you fail to write a midterm test and/or a final exam on the scheduled date or on an approved make-up date, you will receive a mark of zero.

Midterm #1 will be written on Monday, February 3, 2014 from 6:00 p.m. – 8:00 p.m. (location to be determined). If you are unable to attend this exam and have been granted permission by the Social Science Academic Counseling Office to write a make-up exam (see procedure below), a make-up exam will be scheduled.

Midterm #2 will be written on Monday, March 17, 2014 from 6:00 p.m. – 8:00 p.m. (location to be determined.) If you are unable to attend this exam and have been granted permission by the Social Science Academic Counseling Office to write a make-up exam (see procedure below), a make-up exam will be scheduled.

The final exam will be held during the final exam period April 11 – 30, 2014.

Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

Class participation: There is not a class participation mark for this course. However, the course will be much more interesting and enjoyable if you read the material in advance and come to class prepared with questions, comments and opinions. Disagreeing with me and offering counter arguments is both welcomed and encouraged. (I love a good debate!)

If you miss a class, it is your responsibility to obtain the notes/handouts for that class.

6. Lecture and Examination Schedule

<u>Date</u>	<u>Topic</u>	<u>Readings</u>
January 6	Introduction to Recruitment and Selection	Chapter 1
January 13	Foundations of Recruitment and Selection I: Reliability and Validity	Chapter 2
January 20	Foundations of Recruitment and Selection II: Legal Issues	Chapter 3
January 27	Job Analysis and Competency Models	Chapter 4
February 3 Location: To be determined	Midterm #1 (30%)	Chapters 1, 2, 3, and 4

February 10	Recruitment, Selection and Job Performance	Chapter 5
February 17	Reading Week – No Class	
February 24	Recruitment: The First Step in the Selection Process	Chapter 6
March 3	Selection I: Applicant Screening	Chapter 7
March 10	Selection II: Testing	Chapter 8
March 17 Location: To be determined	Midterm #2 (30%)	Chapters 5, 6, 7, and 8
March 24	Selection III: Interviewing	Chapter 9
March 31	Decision Making	Chapter 10
April 7	Review	
Final Exam Period: April 11- 30	Final Exam (40%)	Chapters 1 – 10

7. University Policy Regarding Illness

7.1. Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process)**

indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.) A form to be completed by off-campus physicians is available at: <http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2. Make Up Examinations

7.2.1. The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office).

7.3. Attendance

7.3.1. It is expected that students will attend all classes. The professor does not provide access to additional lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

8. University Policy on Cheating and Academic Misconduct

8.1. Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

8.2. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

8.3. The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

9.1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the

Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

10. Student Responsibilities

10.1. Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

11. Support Services

11.1. Support Services

The Registrar's office can be accessed for Student Support Services at:

<http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/>

Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

11.2. Students who are in emotional/mental distress should refer to Mental

Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

12. Other Issues

12.1. Grade Policy

The DAN Program has a grade policy which states that for courses in the 1000 – 2999 range, the class average must fall between 65% and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

12.2. Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing

a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

12.3. Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4. Academic Concerns

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5. Important Dates:

January 6	Classes resume
February 17	Family Day
February 17 – 21	Reading Week
April 8	Classes end
April 9 and 10	Study days
April 11 – 30	Final exam period

13. Other Information

- Bring student identification to exams
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>