
MOS 3384B Personnel Recruitment and Selection Course Outline: Section – 001/ Winter

1. Course Information:

1.1 Class Location and Time:

Room: SSC 3010

Time: Mondays 6:00 p.m. – 9:00 p.m.

1.2 Contact Information:

Instructor: Cristin Keller, BSBA, MBA, JD

Office: SSC 6247, (519) 661-2111 ext. 85250

Office Hours: Monday and Wednesday 5:20 p.m. – 5:45 p.m. or by appointment

Text: (519) 282-1871

Email: cristinkeller@gmail.com

Website Address: <http://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 Course Description:

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

Antirequisite(s): None

Prerequisite(s): Enrollment in 3rd or 4th year of BMOS

2.2 Senate Regulations

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 and Course Website

Recruitment and Selection in Canada, 6th Edition (2015)
Catano/Wiesner/Hackett
Nelson

Students are responsible for all assigned reading and handouts, whether or not the material is discussed in class.

The course website is on OWL. Information regarding classes and exams will be posted on this website. Students are responsible for checking the course website on a regular basis.

4. Course Objective

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

The course grade, out of 100, will be calculated as follows:

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

You will be evaluated on the basis of two midterm exams (30% each) and a final exam (40%). There will be no re-weighting of exams. Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text.

Exams

Exams are multiple choice in format. Each exam, in total, will be scheduled for 2 hours and are **closed book examinations. Dictionaries and other aids are NOT allowed into the examinations.**

Midterm #1 exam will be written in class on **Monday, Feb. 8, 2016**. Midterm #2 will be written in class on **Monday, March 14, 2016**. The final exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

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.

Exam procedure:

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

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.

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.

6. Lecture and Examination Schedule

Assigned Readings

| <u>Date</u> | <u>Topic</u> | <u>Readings</u> |
|---------------------------------|--|---------------------|
| Jan. 4 | General Introduction | |
| Jan. 11 | Introduction to Recruitment and Selection | Chapter 1 |
| Jan. 18 | Foundations of Recruitment and Selection I: Reliability and Validity | Chapter 2 |
| Jan. 25 | Foundations of Recruitment and Selection II: Legal Issues | Chapter 3 |
| Feb. 1 | Job Analysis and Competency Models | Chapter 4 |
| Feb. 8 | Midterm #1 (30%) | Chapters 1, 2, 3, 4 |
| Feb. 15 | Family Day/Reading Week – No Class | |
| Feb. 22 | Recruitment, Selection and Job Performance | Chapter 5 |
| Feb. 29 | Recruitment: The First Step in the Selection Process | Chapter 6 |
| March 7 | Selection I: Applicant Screening Selection II: Testing | Chapters 7 and 8 |
| March 14 | Midterm #2 (30%) | Chapters 5, 6, 7, 8 |
| March 21 | Selection III: Interviewing | Chapter 9 |
| March 28 | Decision Making | Chapter 10 |
| April 4 | Review | |
| Final Exam Period: April 9 – 30 | FINAL EXAM (40%) | All Chapters |

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/pdf/academic_policies/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://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.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

A missed exam will result in a mark of zero for that exam. If the missed exam is due to a reason for which Academic Counselling recommends accommodation, then a make-up exam will be scheduled. If Academic Counselling does not recommend accommodation, no accommodation will be given. Students must following the procedure note above for academic accommodation.

8. University Policy on Cheating and Academic Misconduct

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 3135 WSSB, (519) 661-3573.

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.

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

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

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. 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/>.

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ 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 3300 – 4499 range, the class average must fall between 70% and 75% 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 Undergraduate Chair or Chair. 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 E-mail Policies

The following policies apply to all emails from students. Please respect the fact that I receive hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

12.6 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact me. I will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

12.7 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which you are enrolled. I teach different courses and sections and cannot properly respond to questions if I don't know which course or section you are enrolled in.

12.8 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

12.9 Non-Acceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade you received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

13. FREQUENTLY ASKED QUESTIONS

| Question | Answer |
|--|--|
| How can I succeed in this course? | Do all the assigned readings, attend class, focus on understanding the principles in a way that lets you apply them to new fact situations. |
| I missed an exam because I was sick or there was a death in my family. | See the section of the course outline on ILLNESS |
| I have a lot of mid-terms or projects at once. Can I write the make-up exam? | Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period. |
| When will the exam grades be posted? | Mid-term grades are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL. |
| Can I come and see my exam? | You can review your exam during office hours or at any other mutually convenient time. |
| Can I use a different textbook? | You can use a different textbook, but it is your responsibility to ensure that you are learning all of the assigned material. Be aware that different textbooks may be organized differently and may cover different material. |
| There is so much material. How can I possibly remember everything? | You do not need to remember everything in the book. You need to understand the fundamental principles and how to apply them. |
| This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA. | Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available. |
| I need a certain mark to get or maintain a scholarship or my AEO status at Ivey. | |
| I tried really hard but I still got a poor mark. | |
| This is the lowest mark I have ever received. | |