

BUS274E – Staffing

4 Credits, 15 weeks, 3 hours

Course Description:

This course begins with an examination of the different methods and information sources used to forecast an organization's need for human resources. Then, the course addresses various recruitment techniques, with emphases on the identification of effective sources and media for particular types of jobs, and on the design of effective recruitment messages. The third and largest portion of the course examines the range of tools and techniques used to select the best candidate from a pool of recruits, including Application Blanks, Interviewing, Selection Tests, and Background (Reference) checks.

Prerequisites and/or co-requisites – BUS271 Human Resources Management

Instructor

Gerri Jacobs
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Office hours

Tuesday, 9:00 am – 9:50 am
Wednesday, 9:00 am – 9:50 am, 12:00 – 12:50 pm
Thursday, 9:00 am – 10:50 am

Hours of Instruction

Wednesday 6:30 pm - 9:30 pm

Required Resources

Strategic Staffing, 2nd Ed., Phillips, J.M. and Gully, S.M., 2012, Pearson Education. ISBN 10: 0-13-610974-8

Course Outcomes:

1. Students will learn the strategic importance of the Staffing function, how different strategies impact the organization internally and long-term, and its effect on competitive standing in the market and will then apply the different Staffing strategies to support the variety of desired outcomes;
2. Students will learn, understand, and apply Staffing strategies that comply with current laws in Canada and why complying can be strategic;
3. Students will learn the workforce planning process and be able to recommend what method of Staffing would be most effective for the desired outcome;
4. Students will learn current, best-in-class Staffing methods from Canada's Top 25 companies, why they use them, and how to implement a new method in an organization;

5. Students will learn and use new Staffing methods which focus on technology, namely, Facebook, Job Search websites, and LinkedIn. Why the trend and is it working.

Evaluation

Semester-Long Active Learning Project	40%
In-class Case Presentation	30%
Final Exam	30%

The minimum standard for passing this course is a grade of 50 (50%).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 - 93.9
	A-	3.7	80 - 86.9
Good	B+	3.3	77 - 79.9
	B	3.0	74 - 76.9
	B-	2.7	70 - 73.9
Satisfactory Progression	C+	2.3	67 - 69.9
	C	2.0	64 - 66.9
	C-	1.7	60 - 63.9
Poor	D+	1.3	57 - 59.9
Min Pass	D	1.0	50 - 56.9
Failure	F	0.0	< 50

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to page 32 of the Credit Calendar.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

2. Academic Misconduct (page 38 of the Credit Calendar 2012-2013)

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data

- Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Schedule of Activities:

Week	Topic	Week	Topic
1	Introduction to Course Content, expectations, and evaluation process. Chapter 1 – Case “Strategic Staffing at DSM” Semester-Long Active Learning Project – Strategic Staffing at Chern.	9	Chapter 9 – Case “WWII Spy Assessment” Chern Case assignment
2	Chapter 2 – Case “Integrating McDonald’s Business, Human Resource, and Staffing Strategies” Chern Case assignment	10	Chapter 10 – Case “Succession Management at General Electric” Chern Case assignment
3	Chapter 3 – Case “Chicago Bull’s & DNA testing” Chern Case assignment	11	Chapter 11 – Case “Hiring FBI Agents” Chern Case assignment
4	Chapter 4 – Case “Working at RTMM Inc.” Chern Case assignment	12	Chapters 12 – Case “Tuition Assistance at Garden Gate” Chern Case assignment
5	Chapter 5 – Case “Sweet Tooth Inc.” Chern Case assignment	13	Chapters 13 – Case “Staffing Evaluation at Hallmark Cards” Chern Case assignment
6	Chapter 6 – Case “Ernst & Young” Chern Case assignment	14	Course wrap up and review
7	Chapter 7 – Case “BNSF Railway” Chern Case assignment	15	Final Exam - Cumulative
8	Chapter 8 – Case “BabyBots” Chern Case assignment		

Teaching and Learning Methodologies

This course focuses on application of learning via case analysis then application of learning to help solve Staffing issues at a fictitious organization. This is a highly interactive learning environment where Action learning (tackling real life issues and reflecting on those actions) will be used. Collaboration with and sharing from others helps the learner to gain a broad appreciation of the different Staffing strategies and their effect on organization's today.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Gerri Jacobs, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Gerri Jacobs
Registrar's Office