

BUS 274E – Staffing

3 Credits, 16 weeks, 3 hours lecture

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 Rondot
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Office hours

Monday, 4:00 pm – 6:20 pm
Wednesday, 4:00 pm – 6:20 pm

Hours of Instruction

Thursday 6:30 pm – 9:30 pm

Required Resources

Strategic Staffing, 3rd Ed., Phillips, J.M. and Gully, S.M., 2015, Pearson Education. ISBN 10: 0-13-357176-9.

Course Learning Objectives

Students will be able to:

1. Describe 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. Demonstrate by applying Staffing strategies that comply with current laws in Canada and why complying can be strategic;
3. Identify the workforce planning process and be able to recommend what method of Staffing would be most effective for the desired outcome;
4. Recognize current, best-in-class Staffing methods from Canada's Top 25 companies, why they use them, and how to implement a new, strategic method in an organization;

- 5. Research, identify, and use the newest methods of recruiting using technology, namely, Facebook, Pinterest, Instagram, Job Search websites, and LinkedIn and how to employ them strategically.

Evaluation

Semester-Long Active Learning Project	40%
In-class work and participation	30%
Final Exam.....	30%

Semester-Long Active Learning Project

Each week, we will be covering Chapter material and working on the application assignment - *Strategic Staffing at Chern's: A Case Study* (see Appendix in Textbook). Assignment criteria and/or a template will be provided to you each week. Grading by Chapter follows:

This on-going project allows the student to apply weekly learning to the various aspects of the Staffing function such as recruitment techniques, and interviewing. You will have the opportunity to practice how to do Background checks, create strategic job ads, ask effective interviewing questions in order to find the right fit for the right job.

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.

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.

The minimum standard for passing this course is a grade of D (50 - 56.9%). The minimum grade for course progression/transfer is a grade of C- (60 - 63.9)

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.

Schedule of Activities:

Week	Topic	Week	Topic
1	Introduction to Course Content, expectations, and evaluation process. Chapter 1 - Strategic Staffing Introduction to Semester-Long Active Learning Project - Strategic Staffing at Chern.	9	Chapter 9 - Assessing External Candidates Chern Case assignment
2	Chapter 2 - Business & Staffing Strategies Chern Case assignment	10	Chapter 10 - Assessing Internal Candidates Chern Case assignment
3	Chapter 3 - The Legal Context Chern Case assignment	11	Chapter 11 - Choosing & Hiring Candidates Chern Case assignment
4	Chapter 4 - Strategic Job Analysis & Competency Modeling Chern Case assignment	12	Chapters 12 - Managing Workforce Flow Chern Case assignment
5	Chapter 5 - Forecasting & Planning Chern Case assignment	13	Chapters 13 - Staffing System Evaluation & Technology Chern Case assignment
6	Chapter 6 - Sourcing - Identifying Recruits Chern Case assignment	14	Course wrap up and review
7	Chapter 7 - Recruiting Chern Case assignment	15	Final Exam - Cumulative
8	Chapter 8 - Measurement Chern Case assignment		

Authorization

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

Gerri Rondot, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:
Gerri Rondot
Registrar's Office**