



# Human Resource Management (HRMT) 301

## Recruitment and Selection (Revision 4)

<b>Status:</b>	Open
<b>Delivery mode:</b>	Individualized study online  with eText
<b>Credits:</b>	3
<b>Area of study:</b>	Applied Studies (Business and Administrative Studies)
<b>Prerequisites:</b>	None. ORGB 386 is strongly recommended but not required.
<b>Course start date:</b>	If you are a: <ul style="list-style-type: none"><li>• Self-funded student: register by the 10th of the month, start on the 1st of the next.</li><li>• Funded student: please check the next <b>enrolment deadline and course start date</b>  .</li></ul>
<b>Precluded:</b>	None
<b>Challenge:</b>	HRMT 301 has a challenge for credit option.
<b>Faculty:</b>	<b>Faculty of Business</b>
<b>Notes:</b>	Students registering in grouped study mod are advised that there may be some differences in the evaluation and course materials information indicated below. To obtain the most up-to-date information, contact the Faculty of Business Student Support Centre at 1-800-468-6531.

## Overview

HRMT 301 is the study of recruitment and selection (R&S) as a key aspect of human resources management (HRM) in an organization. This course is intended to provide you with an understanding of recruitment and selection methods and processes as well as give you an opportunity to develop a critical approach to R&S and HRM. This critical approach is necessary because choosing whom to employ is an important way in which employers pursue their interests in the workplace.

## Outline

### Unit 1: The Context of Recruitment and Selection

- Lesson 1: The Employment Relationship
- Lesson 2: The Economic and Social Environment
- Lesson 3: The Legal Environment

### Unit 2: Recruitment and Selection

- Lesson 4: Recruitment and Selection Preparation
- Lesson 5: The Impact of Unions on HR Planning

### Unit 3: Recruitment Practices

- Lesson 6: Human Rights in Recruitment and Selection
- Lesson 7: Job Analysis and Performance
- Lesson 8: Recruitment

### Unit 4: Employee Selection Methods

- Lesson 9: Screening and Testing
- Lesson 10: Interviewing
- Lesson 11: Legal Issues in Selection
- Lesson 12: Making the Selection Decision

### Unit 5: Ongoing Recruitment and Selection Issues

- Lesson 13: Evaluating the Recruitment and Selection Process
- Lesson 14: The Future of Recruitment and Selection

## Evaluation

To **receive credit** [↗](#) for HRMT 301, you must pass the final examination and achieve an overall

course grade of at least **D (50 percent)** [🔗](#). The passing grade for the final examination is D (50 percent). Any assignments that are not submitted will receive a zero.

The following chart summarizes each credit activity and the credit weight associated with it.

<b>Activity</b>	<b>Weight</b>
Assignment 1: Essay	15%
Assignment 2: Case Study	20%
Assignment 3: Project	35%
Final Examination	30%
<b>Total</b>	<b>100%</b>

The **final examination** for this course must be requested in advance and written under the supervision of an AU-approved exam invigilator. Invigilators include either ProctorU or an approved in-person invigilation centre that can accommodate online exams. Students are responsible for payment of any invigilation fees. Information on exam request deadlines, invigilators, and other exam-related questions, can be found at the **Exams and grades** [🔗](#) section of the Calendar.

To learn more about assignments and examinations, please refer to Athabasca University's **online Calendar** [🔗](#).

## Materials

Catano, V. M., Wiesner, W. H., & Hackett. (2016). *Recruitment and selection in Canada* (6<sup>th</sup> ed.). Toronto: Nelson. ISBN 978-0-17-657031-6 [📖](#) (eText)

### eText

Registration in this course includes an electronic textbook. For more information on **electronic textbooks** [🔗](#), please refer to our **eText Initiative site** [🔗](#).

## Other Resources

All other materials are available online from the course Website.

## Challenge for credit

### Overview

The challenge for credit process allows you to demonstrate that you have acquired a

command of the general subject matter, knowledge, intellectual and/or other skills that would normally be found in a university-level course.

Full information about **challenge for credit** [↗](#) can be found in the Undergraduate Calendar.

## Evaluation

To **receive credit** [↗](#) for the HRMT 301 challenge registration, you must achieve a grade of at least **D (50 percent)** [↗](#) on the examination.

- [Online Exam](#)

[📄](#) **Challenge for credit course registration form**

## Important links

- › [Academic advising](#) [↗](#)
- › [Program planning](#) [↗](#)
- › [Request assistance](#) [↗](#)
- › [Support services](#) [↗](#)

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized study counterparts.

*Opened in Revision 4, August 4, 2015*

*Updated November 2, 2023*

View **previous revision** [↗](#)

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