



Human Resource Management (HRMT) 301

Recruitment and Selection (Revision 6)

Status: Replaced with new revision, see the [course listing](#) for the current revision ✕

Delivery mode: [Individualized study online](#). Delivered via Brightspace.

Credits: 3

Area of study: Applied Studies (Business and Administrative Studies)

Prerequisites: ORGB 386 or **HRMT 386** is recommended.

Precluded: None

Challenge: HRMT 301 has a challenge for credit option.

Faculty: [Faculty of Business](#) 

Overview

Recruitment and selection (R&S) is a key aspect of human resources management (HRM) in an organization. This course is intended to help you understand recruitment and selection methods and processes and give you an opportunity to develop a critical approach to R&S and HRM. Such an approach is necessary because choosing whom to employ is an important way by which employers pursue their interests.

Outline

- Lesson 1: An Introduction to Recruitment and Selection
- Lesson 2: Foundations of R&S: Reliability and Validity
- Lesson 3: Legal Issues
- Lesson 4: Job Analysis and Competency Models
- Lesson 5: Job Performance

- Lesson 6: Recruitment: The First Step in the Selection Process
- Lesson 7: Selection I: Applicant Screening
- Lesson 8: Selection II: Testing and Other Assessments
- Lesson 9: Selection III: Interviewing
- Lesson 10: Making Selection Decisions
- Lesson 11: Unconscious Bias
- Lesson 12: Review

Learning outcomes

After completing this course, you should be able to

- describe recruitment and selection (R&S) and their contribution to employment and organizational success.
- describe some of the key issues and underlying choices involved in R&S systems as they relate to such concepts such as a people-centred agenda.
- identify key elements of human rights and employment equity and their implications for R&S, with specific reference to landmark decisions and awards.
- identify and interpret the key components and determinants of R&S plans, and analyze their fit with key HRM policy choices.
- identify some of the employee characteristics sought by organizations and workplaces, and relate them to such key concepts as *competencies* and *human capital*.

- link the process of staffing with employee development.

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.

| Activity | Weight |
|---------------------------|--------------------|
| Assignment 1 | 25% of final grade |
| Assignment 2 | 25% of final grade |
| Assignment 3 (Case Study) | 25% of final grade |
| Final Examination | 25% of final grade |
| Total | 100% |

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.

Materials

Digital course materials

Links to the following course materials will be made available in the course:

Catano, V. M., Hackett, R. D., Wiesner, W. H., & Roulin, N. (2022). *Recruitment and selection in Canada* (8th ed.). Top Hat. ISBN13: 9781774941799; 1774941791

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 at AU](#) [↗](#)

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

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View **previous revision** 
