Human Resource Management (HRMT) 301

Recruitment and Selection (Revision 5)

Status:	Replaced with new revision, see the **course listing** for the current revision ⊗
Delivery mode:	**Individualized study online** with **eText**
Credits:	3
Area of study:	Applied Studies (Business and Administrative Studies)
Prerequisites:	None. ORGB 386 is strongly recommended but not required.
Precluded:	None
Challenge:	HRMT 301 has a challenge for credit option.
Faculty:	**Faculty of Business**
Notes:	Students registering in grouped study mode 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

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

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.

To learn more about assignments and examinations, please refer to Athabasca University's **online Calendar**.

Materials

Catano, V. M., Hackett, R. D., Wiesner, W. H., & Roulin, N. (2022). *Recruitment and selection in Canada* (8th ed.). Top Hat. ISBN13: 9781774941799; 1774941791 (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 5, November 2, 2023

Updated December 5, 2024

View **previous revision** 🗎