

# Business Administration

Course Number:	<b>BUAD 246</b>
Course Title:	<b>RECRUITMENT AND SELECTION</b>
Credits:	3
Calendar Description:	This course provides an in-depth study of recruitment and selection. Topics include legislation, screening devices, assessment techniques, and interviewing. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Fall 2015</b>
Prerequisite(s):	BUAD 269

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**Professors**

<b>Name</b>	<b>Phone</b>	<b>Office</b>	<b>Email</b>
Robert Sawatzky	762-5445 #email	Kelowna: H122B	<a href="mailto:rsawatzky@okanagan.bc.ca">rsawatzky@okanagan.bc.ca</a>

**Evaluation**

Major Project (Group)	30%
Term Work (Individual)	30%
Final Exam*	40%
Total	100%

\* Students must receive a passing grade on the final exam in order to pass the course.

**Notes**

Term work may include presentations, quizzes, learning journals, and in-class assignments.

**Required Texts/Resources**

Catano, V.M. et al (2016). Recruitment and Selection in Canada, 6th ed. Toronto, ON: Nelson.



## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**