



# 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 2021</b>
Prerequisite(s):	BUAD 269
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Human Resources Management Specialty Required Diploma, Human Resources Management Option Elective

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**Notes**

Students must receive a passing grade on the final exam in order to pass the course.
Class and Moodle Participation

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## Course Schedule

2021 Week of:		Classes Start: Wednesday, September 8 STAT Thursday Sept 30 STAT Monday, October 11 STAT Thursday, November 11 & 12 Last day of regularly scheduled Classes: Monday, December 6		
Sept	9	Introduction to Recruitment & Selection	Ch. 1	
	14 & 16	Reliability and Validity	Ch. 2	Internal/External Environment Major Project introduction, group formation, idea generation
	21 & 23	Legal Issues	Ch. 3	Guest, Employment Law Expert HR Rep Overview of Recruitment at the College, HR Strategy, Planning for Recruitment
	28	Job Analysis & Competency Models	Ch. 4	HR Rep Overview of Hiring Environment in Unionized/Non-Unionized Environments
Oct	5 & 7	Job Analysis and Competency Models Recruitment, Selection and Job Performance	Ch. 5	HR Rep Overview of Creating Job Descriptions Part 1 summaries Part 1 Team Presentations (Teams 1, 2, 3, 4)
	12 & 14	Recruitment, Selection and Job Performance	Ch. 5	Part 2 summaries Part 2 Team Presentations (Teams 5, 6, 7, 8)
	19 & 21	Recruitment: The First Step in the Selection Process	Ch. 6	HR Rep Recruitment Methods
	26 & 28	Selection I: Applicant Screening	Ch. 7	

