

28523 - Human Resources Management: Recruitment, Selection and Development

Syllabus Information

Academic Year: 2020/21

Subject: 28523 - Human Resources Management: Recruitment, Selection and Development

Faculty / School: 108 - Facultad de Ciencias Sociales y del Trabajo

Degree: 428 - Degree in Labour Relations and Human Resources

ECTS: 6.0

Year: 3

Semester: Second semester

Subject Type: Compulsory

Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The subject is designed with a student-centred approach, considering the student as the main protagonist of the learning process. To this end, a participatory approach to the subject has been adopted, allowing the student to experience in a learning situation situations similar to those he or she will have to face in his or her future professional performance and to draw lessons from these situations that will lead to significant learning. Therefore, as a methodology of the subject, the combination of different techniques is proposed:

- Lectures (T1).
- Practice Sessions (T2).
- Assignments (T6) in small groups (5-6 students).
- Tutorials at office hours.

4.2.Learning tasks

- Lectures (Type 1): theory sessions directed to the whole group of students.
- Practice sessions (Type 2): practical activities in the classroom based on case studies, simulations, debates and report writing. Most of them are carried out in small groups (4-5 people) and some are worked first in small groups but lead to individual work by each student.
- Assignment (Type 6): small group work (4-5 people) and public oral presentation of the assignment at the end of Semester.

4.3.Syllabus

1. Introduction.
2. Job analysis and competency-based analysis.
3. Recruitment.
4. The process of personnel selection.
5. Decision-making and incorporation of candidates.
6. Performance appraisal.
7. Training and development.

4.4.Course planning and calendar

The subject has 6 ECTS credits, which implies 150 hours of student work. These 150 hours are structured in two large blocks: attendance hours and non-attendance hours, distributed in 40 and 60% respectively:

Attendance hours:

- Lecture (Type 1): 30 hours (2 hours per week).
- Practice sessions (Type 2): 15h (the groups will be divided into two alternating weekly hours).
- Assignments (Type 6): 15h.
- Assessment: 7h.

Autonomous work and study:

- Autonomous work and study: 60h.
- Group work: 30h.

4.5.Bibliography and recommended resources