

Academic Year/course: 2022/23

## 68864 - Complementary training in Basis of Recruitment, Personnel Selection and Development

### Syllabus Information

**Academic Year:** 2022/23

**Subject:** 68864 - Complementary training in Basis of Recruitment, Personnel Selection and Development

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

**Degree:** 632 - Master's Degree in Strategic Human Resources Management

**ECTS:** 4.0

**Year:** 1

**Semester:** First semester

**Subject Type:** ENG/Complementos de Formación

**Module:**

### 1. General information

### 2. Learning goals

### 3. Assessment (1st and 2nd call)

### 4. Methodology, learning tasks, syllabus and resources

#### 4.1. Methodological overview

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

Expository classes on the contents of the subject by the teaching staff.

Classroom participation in different group situations on the topics covered in the lectures and with different formats: discussion groups, role playing, debates, etc. Oral participation in class makes teaching more dynamic, helps classmates to better understand, facilitates evaluation and guides the teacher to the issues that are more difficult to assimilate.

Resolution of practical cases related to the contents of the course. This technique allows the student to analyze different professional situations in order to apply the knowledge acquired at a theoretical level and find solutions to real situations.

Tutorials, which allow the significant construction of knowledge through the interaction and activity of the student with the teaching staff. They constitute a personalized meeting space that facilitates communication and coordination between the student and the faculty.

#### 4.2. Learning tasks

The program offered to the student to help him/her achieve the expected results comprises the following learning activities:

1. Master class (12 hours): presentation of contents by the professors and/or professionals.
2. Resolution of exercises, problems and cases (10 hours): realization, discussion and resolution of practical exercises with the students.
3. Tutorials (10 hours): professors-students.
4. Evaluation tests (1 hour): exams and other evaluation activities.

5. Review and work on online materials (18hours): reading, comprehension and study of the materials available in ADD-Moodle.
6. Student work (49 hours): reading, understanding and study of the material taught in class and that included in ADD-Moodle; preparation and completion of individual and/or group work where students apply the skills acquired and reflected in a document or presentation addressed to the teachers of the corresponding module.

### **4.3. Syllabus**

1. Work and Organizational Psychology.
2. Recruitment and personnel selection.
3. 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 main blocks: face-to-face hours (synchronous and asynchronous) and non-face-to-face hours, distributed in 40 and 60% respectively:

- Face-to-face hours (72 hours):
  - Synchronous hours: 24 hours, distributed in 8 hours of class per week for 3 weeks.
  - Asynchronous hours: 36 hours, to be carried out by students during the 3 weeks of the course through the Moodle/ADD platform.
- Evaluation: 2 hours
- Non-attendance hours of autonomous work of the student (78 hours).

The faculty of the course will inform at the beginning of the course of the different key dates related to the different evaluation procedures, delivery of reports, papers, seminars and other proposed activities.