

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

### Syllabus Information

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**Academic year:** 2024/25

**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

The subject Human Resource Management, Recruitment, Selection and Development (6 credits) is part of the module Work Organisation, Management and Human Resource Management (36 credits) of the Bachelor's Degree in Labour Relations and Human Resources, presenting a clear continuity and specialisation with respect to the other subjects of this module taken in previous semesters, such as Business Organisation, Strategic Management and especially Human Resources Management, also taught in the third year, in this case in the first semester. In this way, it is a subject that complements these subjects by containing its own different content from them, delving into key aspects of human resource management such as recruitment, selection and development of people in organisations, mainly within the framework of the Psychology of Work, of Organisations and Human Resources. Thus, its general goal is to train students for the realization of such activities.

### 2. Learning results

At the end of the work with this subject, students are expected to:

1. Be able to contextualize recruitment, selection and development within the broader framework of human resources management and those tasks and activities that form the basis of human resources management, such as job description and specification and competency analysis.
2. Know and be able to apply basic recruiting techniques.
3. Know and be able to apply the most appropriate techniques and instruments in the selection of human resources.
4. Know and be able to design and manage induction programs for new staff.
5. Know and be able to apply the main techniques to assess the performance and competencies of people, proposing actions for their improvement and development.

### 3. Syllabus

In order to contribute to the achievement of the above-described learning results, the program of this subject is composed of the following thematic units:

1. Introduction.
2. Job analysis and competency analysis.
3. Recruitment of human resources.
4. The human resources selection process.
5. Decision-making and incorporation of people into the organization.
6. Performance assessment.
7. The development of people in the organization.

### 4. Academic activities

For the development of the training complements, the following learning activities will be carried out, both in face-to-face and non-face-to-face mode:

**Master Class** (30 hours)

**Problem solving and case studies** (30 hours)

**Tutorials** (2 hours)

**Assessment tests** (2 hours)

**Student work** (86 hours)

## 5. Assessment system

The **assessment of this subject** will be based on the following criteria:

- **Theoretical section:**
  - **Individual written test (50% of the final grade):** an **objective** test consisting of

30 questions, each one with a maximum of four alternatives, being one the correct one, so that the errors will be discounted (the correction formula to be applied will be the following:  $(A - E/n-1)/N$ ). Omissions not will be discounted. In order to pass it and be added to the grade in the practical section, it will be necessary to obtain a 5 (out of 10). This test will be carried out on the official dates.

- **Practical section.** Students may be offered two possibilities:
  - **Continuous assessment.** Those students whose involvement is as active and participative as requested and highlighted is relevant in this subject, completing and delivering in the classroom various activities (at least 75% of the proposed activities in accordance with the timetable that will be set within the framework of the course) linked to the content of the subject in due time and form, may choose to pass the practical part of the subject by taking two tests to assess practical knowledge. These two assessment tests will be carried out towards the middle and towards the end of the semester, the date of which will also be fixed in the framework of the development of the teaching-learning process at the beginning of the semester, and will each consist of the individual resolution of an exercise or practical case and both will have to be taken. These tests will be considered to have been passed when the grade obtained in both tests is equal to or higher than 5 out of 10.
  - **Single (or global) assessment** of the practical section. Completion of a practical exercise or case study which will be carried out after the end of the theory test on the official examination dates for this subject in the case of those students who do not follow the continuous assessment system or do not complete it (i.e. do not complete and submit the required reports/answer sheets, do not complete any of the assessment tests and/or do not obtain at least a 5 for both as a combined mark). In order for the practical grade, which represents 50% of the grade for the subject, to be added to the grade obtained in the theoretical section, it will be necessary to obtain at least a 5 out of the maximum of 10 points that can be obtained in the practical exam.

According to the current regulations, **the results obtained will be graded** according to the current regulations of the University of Zaragoza, with a numerical scale from 0 to 10, with the expression of one decimal place, to which the corresponding qualitative grade may be added.

## 6. Sustainable Development Goals

- 3 - Good Health & Well-Being
- 5 - Gender Equality
- 8 - Decent Work and Economic Growth