THOMPSON RIVERS UNIVERSITY

Course Outline

Human Enterprise and Innovation
School of Business & Economics

HRMN 3830 - **3.00** - Academic

Human Resource Planning and Staffing

Rationale

Update Curricunet to reflect standard course outlines established by the School.

Calendar Description

Students examine the policies and procedures for the planning, acquisition, deployment, and retention of a workforce of sufficient size and quality to allow an organization to attain its strategic goals. Topics include the strategic importance of staffing, the staffing environment, human resource planning, job analysis and design, recruitment, applicant screening, employee testing, interviews, references, decision making, employment contracts, methods of evaluating the hiring process, deployment, and retention.

Credits/Hours

Course Has Variable Hours: No
Credits: 3.00
Lecture Hours: 3.00
Seminar Hours: 0
Lab Hours: 0
Other Hours: 0
  Clarify:
Total Hours: 3.00
Delivery Methods: (Face to Face)
Impact on Courses/Programs/Departments: No change
Repeat Types: A - Once for credit (default)
Grading Methods: (S - Academic, Career Tech, UPrep)

Educational Objectives/Outcomes

1. Describe the strategic importance of staffing.
2. Understand the impact of the external environment on staffing.
3. Develop a workforce plan.
4. Evaluate the current issues and methodologies used in recruitment and selection.
5. Compare decision making models.

6. Explain the interdependence of staffing with other HRM functions.
7. Review and analyse relevant employment legislation.
8. Develop and apply interview techniques.
9. Recommend retention strategies.
10. Discuss current issues in staffing.

Prerequisites

HRMN 2820-Human Resource Management
HRMN 2820-Human Resource Management or
HRMN 3820-Human Resources

Co-Requisites

Recommended Requisites

Exclusion Requisites

HRMN 3831-Human Resource Planning and Staffing

BBUS 4810

Texts/Materials

Textbooks

1. **Required** Catan, Weisner, Hackett, Methot. *Recruitment and Selection in Canada*, 5th ed. Nelson

Student Evaluation

The Course grade is based on the following course evaluations.

Tests/exams (55.00%) Presentation (15.00%) Class participation (10.00%) Assignments/quizzes (20.00%)
Students must pass the final exam to pass the course

Course Topics

1. Strategic Importance of Staffing

2. Staffing Environment

   - Economic
   - Legal

3. Human Resource Planning● Workforce Planning

4. Job Analysis and Design● Competency Model

5. Recruitment

   ● Strategy and Sources

6. Applicant screening

   - Methods
   -

Harnessing technology

7. Employee Testing

- Types
- Methods
- Legal issues

8. Interviews

- Process
- Methods
- Structured interviews
- Interviewer training

9. References

- Process
- Importance

10. Decision Making

- Models
- Collecting
- Evaluating information

11. Employment Contracts

12. Methods of Evaluating the Hiring Process

13. Deployment

- Orientation
- On boarding

14. Retention

Methods for Prior Learning Assessment and Recognition

As per TRU Policy

Last Action Taken

Implement by Submission Preview Subcommittee Chair Peggy McKimmon