



The Islamia University of Bahawalpur

Rahim Yar Khan Campus

Tentative Course Plan

Class: MPA Semester-4th Session:

Instructor	Aisha Tahir Khan	Email: ashkk64@gmail.com
Course Title	Recruitment and Selection	Contact
Course Number		Credit Hours 03

Lecture	Thursday, Friday
---------	------------------

COURSE DESCRIPTION/OBJECTIVE

In a highly competitive business world, an organization's staff can determine whether a company profits or perishes. This course presents recruitment and selection as an essential component in recruitment planning. The role of recruitment and selection is examined in relation to an organization's overall profitability or viability. Through a blend of theory and application, the course introduces students to a wide range of issues, principles, practices and trends in recruitment and selection.

LEARNING OUTCOMES

At the end of the course the students should be able to:

1. Describe the importance and relevance of recruitment and selection to the Organizations.
2. Identify the major legal issues affecting recruitment and selection, and discuss recruitment and selection systems that meet legal requirements.
3. Explain and apply the requirements for measures used in staff selection and recruitment to evaluate applicants fairly and in an unbiased fashion.
4. Illustrate the role of competencies and performance management in recruitment and selection.
5. Evaluate the role that human resources planning, organizational and job analysis have in selection.
6. Develop and participate in an interview process.

Methods of Teaching

- Assigned readings
- Web-assisted instruction
- Student-Directed Teaching

Resource Material	
	Reference Book: Recruitment and selection, Gareth Roberts

Office Help Hours	Thursday, Friday 1:00 pm to 4:pm
-------------------	----------------------------------

Grading	Exam (Date to be announced) Mid- Exam (30%) Final Exam (50%) Problem Session/Assignments (20%)
---------	------------------------------------------------------------------------------------------------------

SEQUENCE OF TOPICS TO BE COVERED

Session #	Topics (outline of main topics and subtopics)		Tutorial /Laboratory
1	Recruitment and selection: concept and procedures <ul style="list-style-type: none">• Definitions• Concept of HRM & its process• Concept of Recruitment and selection• Difference between Recruitment		Tutorial

2	and selection		
3	<ul style="list-style-type: none"> Detailed procedure of Recruitment and selection Importance of Recruitment and selection 		
4	<ul style="list-style-type: none"> Ethics and legislation for Recruitment and selection Problems of Recruitment and Selection 		
5	<ul style="list-style-type: none"> Tools of recruitment and selection Preparation of JD's and JS 		
6-7	<ul style="list-style-type: none"> Job competency & Job Analysis model 		
8	<ul style="list-style-type: none"> Interviews and its procedure 		Tutorial
	MID TERM EXAM		
	Performance management and Employee Relation		
1	<ul style="list-style-type: none"> Pre-Employment testing Decision making procedures Employee relation Good manger qualities Employee retention 		
2			
3			
4			Tutorial
5	<ul style="list-style-type: none"> Performance management Importance of performance management 		
6	<ul style="list-style-type: none"> Performance management process and its errors 		Tutorial
7	<ul style="list-style-type: none"> Assignment & presentation 		
8	<ul style="list-style-type: none"> Conclusion session 		
	FINAL TERM EXAM		

Student Evaluation criteria:

Attendance	5%
Workshop / Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
Total	100%

Student Responsibilities:

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior]adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 03) will result in “F Grade”. Students may prepare Sketchbook for taking notes and for references.

Instructor/Tutor

Approved by:

Dean/Chairman/ HOD/Subject Specialist/Program Coordinator