

BUS-443 OL Course Syllabus

Course Name and Number	BUS-443 Recruitment and Staffing	Term	INSERT
Faculty Name	INSERT	Virtual Office Hours	INSERT
Phone Number	INSERT	ODU Email Address	INSERT
Course Type	This is a fully online course completed via PantherLearn . It is asynchronous and pre-recorded lectures will be provided each week.		

Course Overview

COURSE GOAL STATEMENT

This course focuses on the effective management of the movement of employees into and through organizations. In order to achieve a competitive advantage through human resources, organizations strive to attract, develop, and retain talent by matching them with compatible positions and assignments. Special emphasis will be placed on concepts and administrative tools and practices used in staffing, planning, recruitment, selection, and performance management. Legal issues related to recruitment and staffing will also be covered.

INSTRUCTIONAL OBJECTIVES

At the completion of this course, each student will be expected to demonstrate measurable outcomes of course objectives by the following means:

Knowledge:

- Students will be able to explain the concepts and legal requirements related to recruitment and staffing.
- Students will learn about the process and methods of recruitment and selection.
- Students will learn how the concepts they have learned in class are applied by practitioners.

Skills:

- Students will be able to perform simple job analysis and competency modeling.
- Students will learn how to write a job description and specifications.
- Students will learn how to develop and conduct job interviews.
- Students will develop recruitment plans for both internal and external recruitment.
- Students will learn how to select the best fit for the job.
- Students will be able to explain methods of orientation and onboarding.
- Students will be able to identify legal issues related to recruitment and staffing practices.

Dispositions:

- Students will develop an appreciation for how recruitment and staffing can contribute to overall firm performance.
- Students will appreciate the impact of recruitment and staffing on company culture and employee retention.

BUS-443 OL Course Syllabus

REQUIRED TEXTBOOKS

- *Recruiting, Interviewing, Selecting & Orienting New Employees*, Sixth edition, by Diane Arthur. ISBN: 978-0-8144-3992-0
- Harvard Business Review (HBR) case study Banff Aspen Lodge: Staffing for Success (**link for purchase is provided by the instructor in your PantherLearn course the Case Study Details**)

GRADE BREAKDOWN

Student grades will be determined in the following way.

Method of Assessment	Number of Assessments	Points Per Assessment	% of Grade	Total Points
Class Introduction Post	1	20	2	20
Discussion Board Posts	6	30	18	180
Activities	4	100	40	400
Group Case Study	1	200	20	200
Exam	1	100	10	100
Reflection Presentation	1	100	10	100
Grand Totals				1000

ASSIGNMENT DETAILS

1. Introduction Post
2. Discussion Board Posts
3. Activities
4. Group Case Study
5. Exam
6. Reflection Presentation

1. Introduction Post

Assignment Purpose: To introduce yourself to your peers and your professor.

Submitted to: Discussion Board

Instructions: Introduce yourself to the class by creating an original post. Include information about academics, career, personal life, and experience in online learning.

2. Discussion Board Posts

Assignment Purpose: Students are encouraged to express and debate different viewpoints on the course content through respectful discourse. Discussions are expected to refine the students understanding on the various course topics.

Submitted to: Discussion Board

Instructions: Each week in weeks 1 to 6, create a Discussion post in response to the prompts indicated below and post it to that week's Panther Learn Discussion. Then, review and respond to at least two of your fellow students' postings within the Discussion tool.

Due Dates and Times

BUS-443 OL Course Syllabus

Discussions have two parts – (1) your original posting, and (2) your substantive replies to the postings of at least two other students.

- Your original posting is due by Thursday at 11:59 p.m.
- Your responses to at least two other students' postings are due no later than 11:59 p.m. on Sunday.

Posting and Reply Requirements

Your initial posting must be at least 150 words in length. Each of your two responses must be at least 75 words in length.

3. Activities

Assignment Purpose: Apply knowledge on recruitment to create effective recruitment documents/material.

Submitted to: Dropbox

Instructions: Students are required to complete class activities which are related to the course content for that particular week. Specific instructions for each activity are included in the folder labeled "Assignment Descriptions" in your course shell. All activities will require you to upload your assignment to an associated Dropbox.

4. Group Case Study

Assignment Purpose: To provide students the opportunity to collaborate and apply their knowledge of recruitment and staffing.

Submitted to: Dropbox

Rubric for Group Case Study

For this course, you will complete one group case study report on the case: *Banff Aspen Lodge: Staffing for Success*. This case is worth a total of 200 points and is available for purchase via the HBR link provided on page one of the syllabus. You are to carefully read the case in its entirety. Once you've completed your reading and analysis of the case, you are to answer each of the questions provided in the case pdf. There is no specific page count required for this assignment. Be sure to provide your answers in a manner that demonstrates that (1) you've read the case, and (2) reflects your critical thinking on the issues and questions. The grading rubric for this case will be as follows:

- Content / Completion of Case
 - Depth of Analysis
 - Evidence of clear connections between course content, text content, other readings and personal experience in the analysis
 - Quality of information assessment and synthesis
- Organization and Clarity of Written Case
 - Use of Question/Answer format as assigned
 - Appropriate business style and verbiage
 - Grammar / Punctuation/Structure
 - APA format for source citations (as appropriate)

BUS-443 OL Course Syllabus

Begin by summarizing the case briefly (1-2 paragraphs at most). Then answer the following questions. Include the question, then your answer beneath it. You may include content from the text, class discussions, article readings, personal experience, and the case to support your answers. Be sure to cite and reference in APA format.

Case summary. (10 points)

Case questions

1. What are the key success factors for Aspen? (20 points)
2. What are the job requirements for the front desk staff? (30 points)
3. Develop hiring criteria based on these requirements and apply them to the applications Barr is reviewing. Whom would you interview and why? (50 points)
4. List at least 10 questions you would ask at the interview. (40 points)
5. Analyze strengths and weaknesses in Aspen's recruitment and selection process. Provide recommendations for improving human resource planning, recruitment, selection, and onboarding/training processes. (50 points)

Here are additional requirements for the Group Case Assignment:

- Review the important to-do information in Week 2
- Communicate with your group members to create a Google Docs account.
- Utilizing Google Docs, discuss the selected case and create one, common case response document which meets the requirements above.
- In Week 7, submit your final case response; each group member submits the same group-developed response

Instructions: Students will be assigned to groups at the beginning of the semester. Specific instructions for this case study (Banff Aspen Lodge: Staffing for Success) are included in the folder labeled "Assignment Descriptions" in your course shell.

5. Exam

Assignment Purpose: To provide students with the opportunity demonstrate their knowledge and understanding of the assigned content.

Submitted to: PantherLearn Quiz

Instructions: Students will be given a quiz to determine how successfully the respective learning objectives have been met. The quiz will consist of 50 questions in a multiple choice, true or false and fill in the blank format and will be worth 100 points.

6. Reflection Presentation

Assignment Purpose: To self-reflect on how recruitment and staffing can impact company culture, overall company performance, and employee retention. In addition, students will have increased experience with presentation skills.

Submitted to: Presentation using the Video Assignment Tool in PantherLearn

BUS-443 OL Course Syllabus

Instructions: You will put together a 5-7 minute power point presentation with audio. Specific requirements on the content you should include in your presentation are included in your Panther Learn course shell.

COURSE SCHEDULE

	Required Readings	Assignments Due
Week One: Topic: Overview of Recruitment & Staffing		
Date to date	<ul style="list-style-type: none"> Chapters 1, 2, and 3 <i>Why Recruitment is the Most Important Business Strategy</i> https://business.linkedin.com/talent-solutions/blog/recruiting-strategy/2018/what-is-recruitment <i>Recruitment and Selection Process Overview</i> Recruiting Active vs. Passive Candidates https://business.linkedin.com/talent-solutions/blog/2013/12/recruiting-active-vs-passive-candidates 	<ul style="list-style-type: none"> Introduce Yourself Discussion Week 1 Discussion
Week Two: Job Analysis, Competency Modeling and Job Descriptions		
Date to date	<ul style="list-style-type: none"> Chapters 4, 5 and 7 <i>Six Steps to Conducting a Job Analysis</i> https://www.opm.gov/policy-data-oversight/assessment-and-selection/job-analysis/job_analysis_checklist.pdf How to Conduct a Job Analysis https://www.opm.gov/policy-data-oversight/assessment-and-selection/job-analysis/job_analysis_presentation.pdf 	<ul style="list-style-type: none"> Week 2 Discussion Activity 1: Job analysis and Job Description
Week Three: Recruiting and Staffing Legislation		
Date to date	<ul style="list-style-type: none"> Chapter 6 and pages 229-231 of Chapter 12 <i>Avoiding Adverse Impact in Employment Practices</i> https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/avoidingadverseimpact.aspx <i>The Hiring Process: Legal Do's and Dont's</i> https://www.marquette.edu/hr/documents/thehiringprocess_legal.pdf 	<ul style="list-style-type: none"> Week 3 Discussion Activity 2: Adverse Impact
Week Four: Recruiting Internally and Externally		
Date to date	<ul style="list-style-type: none"> Chapters 4 and <i>Hiring Quality Employees: Internal vs. External Recruiting</i> https://online.jefferson.edu/human-resources/internal-vs-external-recruiting/ <i>Internal vs. External Recruitment: Benefits, Costs & Best Practices</i> https://www.digitalhrtech.com/internal-vs-external-recruitment/ 	<ul style="list-style-type: none"> Week 4 Discussion Activity 3: Recruitment Plan Assignment
Week Five: Interviewing Applicants		
Date to date	<ul style="list-style-type: none"> Chapters 8, 9 and 10 <i>The Hiring Manager's Complete Interviewing Guide</i> https://hr.cofc.edu/supervisor/assets/career-builder-e-book.pdf 	<ul style="list-style-type: none"> Week 5 Discussion Activity 4: Interview Planning Assignment
Week Six: The Selection Process and Selection Tests		
Date to date	<ul style="list-style-type: none"> Chapters 11, 12, 13 and 15 	<ul style="list-style-type: none"> Week 6 Discussion Board Post

BUS-443 OL Course Syllabus

	<ul style="list-style-type: none"> SHRM Encourages Employers to Consider Applicants with Criminal Histories https://www.shrm.org/about-shrm/news-about-shrm/pages/shrm-urges-employers-to-consider-applicants-with-criminal-histories 	
Week Seven: Orientation and Onboarding		
Date to date	<ul style="list-style-type: none"> Group HBR Case Study: Banff Aspen Lodge: Staffing for Success by Laurie George Busuttil, Susan J. Van Weelden Chapters 16, 17 and 18 of <i>Recruiting, Interviewing, Selecting & Orienting New Employees</i> by Diane Arthur 	<ul style="list-style-type: none"> Group Case Study
Week Eight: Why is Recruitment and Selection Important?		
Date to date	None	<ul style="list-style-type: none"> Reflection Presentation Assignment Exam

Instructor Information

INSTRUCTOR POLICIES [Update this policy to meet your course needs.]

- You and I will exchange emails using only our ODU email addresses; check your inbox as many times as possible during the day, but at least **twice**. Email and PantherLearn News Items count as *official* instructor communication. Email is the absolute best way to contact me with any questions, comments, or concerns.
- You may also contact me via phone call and/or text message at the following mobile number:**
- You are required to complete all assignments by the dates indicated in the syllabus. Submit all assignments, unless otherwise instructed, through PantherLearn. Unless I indicate otherwise, all assignments are due by 11:59 pm on the indicated due date shown in the Course Schedule.
- I will let you know of any changes as far in advance as possible.

DEADLINES, LATE, AND MAKE-UP WORK POLICY [Update this policy to meet your course needs.]

- All assignments are open and available for submission well in advance of the due date, and so I rarely accept late assignments.
- I understand, however, that sometimes life happens so **I will accept late assignments with a 5-point deduction for each day late. All assignments must be submitted at the end of the term with ample time for me to grade them. I will let you know the last day of the term I will accept late assignments.**

ASSESSMENT FEEDBACK [Update this policy to meet your course needs.]

I will post grades in the PantherLearn gradebook for all assignments within **96 hours** of the due date, or of the date received if later, with my comments as appropriate.

RUBRICS [Delete if rubrics are not used in your course.]

Assignments will be scored according to grading rubrics. A grading rubric is a list of specific and measurable criteria for evaluating course work. View grading rubrics prior to beginning work on an assignment to help guide your successful completion of the task. View rubrics a second time once a grade has been posted in order to see instructor feedback.

BUS-443 OL Course Syllabus

ACADEMIC INTEGRITY [Update this policy to meet your course needs.]

Plagiarism is not tolerated in this course. All plagiarized work will receive a score of zero, and I will complete the Academic Disciplinary Form to submit to the Office of Academic Affairs. The Library has an excellent website discussing all aspects of academic integrity at ODU, which I strongly encourage you to read [here](#).

ODU Online Student Policies

ACCELERATED FORMAT

You are enrolled in an Accelerated format class at Ohio Dominican University. Taking an Accelerated format class means that you will be achieving the same learning outcomes as a full-term semester in only 8 weeks. It is essential for students to be organized and stay on top of their work in an Accelerated format class. The time frame in an Accelerated format class is compressed, **but the standards and expectations remain the same as a full-term class.**

TECHNOLOGY SKILLS AND EQUIPMENT

Online students are expected to possess a basic understanding of how to use and navigate a computer. To be a successful online student, you should be able to:

- Download, install, launch, and quit applications such as Microsoft Word or a web browser.
- Create, edit, and save files using word processing, spreadsheet, or presentation software applications.
- Configure and use an email client to retrieve, view, create, and send email messages including messages with attachments.
- Operate a web browser, including navigating web pages, clearing a browser's cache and installing or disabling plugins.
- Update your computer operating system and computer software applications.
- Access and change computer operating system settings and computer software application preferences, options, settings.
- Use a webcam and microphone to record video presentations.

STUDENT PARTICIPATION AND ATTENDANCE

- *Time:* the expectation is that you log in and spend 7-9 hours working on this course each week, including watching videos, reading course materials, and completing assignments. The time you spend on the course will vary depending on how you prefer to experience the course, for example, in one or two sittings or over several different sittings.
- *Before Class Starts:* you should have access to the course before the first day of class. Spend that time reading the syllabus, reviewing all items in the Start Here module, reading any assignment details provided, and making a plan for when you will get the work done.
- *No Shows:* students will be reported to the Registrar as a “no show” if they have not participated in the course during the first full week of classes. Participation includes completing any graded or non-graded assignments, such as an Introduce Yourself discussion post. When the student is reported as a “no show,” the Registrar’s office will then delete the student from the class.
- *Attendance:* while there is no official attendance policy in online courses, please do not take a vacation without Internet access or put the class on hold because life becomes too hectic, thinking you can make up all the work at the end of the term. The course is designed to pace your learning, allowing you to gradually build skills which will help you succeed. If you experience, or anticipate you will experience, an absence from the course due to technical or medical reasons, please contact me directly so we can discuss your options.

BUS-443 OL Course Syllabus

DROPPING THE COURSE

University policies will be followed; indicating to your instructor a desire to drop the course does not mean the course has been dropped. Consult your academic advisor, or the academic calendar, for exact dates for formally dropping a course without penalty.

ONLINE STUDENT CONDUCT AND (N)ETIQUETTE

Taking an online course and corresponding via the Internet presents communicators with a challenging task. It is important to remember several points of etiquette that will smooth communication between us.

- Read first, write later. It is important to read all posts or comments of students and myself within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
- Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. Review your written communication to make sure that outsiders reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter of fact and professional as possible.
- Follow the language rules of the Internet. Do not write using all capital letters because it will appear as shouting. Avoid the use of “texting” jargon and abbreviations as they can be misinterpreted. The use of emoticons, however, is appropriate and in fact can be helpful when used to convey nonverbal feelings ;)
- Consider the privacy of others. Ask permission prior to giving out a classmate's email address or other information.
- No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc., to classmates or instructors. The sharing of pornographic material is forbidden.

REQUIRED STYLE

Division of Business courses, upper-level courses, and graduate programs at Ohio Dominican University have adopted the style-guide appropriate for its discipline, the Publication Manual of the American Psychological Association (APA). In this course, it is expected that all references, citations, and formats for submitted work must follow APA format.

WRITTEN ASSIGNMENT GRADING CRITERIA [Update this policy to meet your course needs.]

All written work should be presented in a professional style and follow the basic principles of effective written communication.

- Adherence to APA standards, including double-spaced; 1-inch margins; 12 pt. font.
- Free from grammatical and typographical errors.
- Demonstrates college-level critical thinking, reflection, and analysis skills.
- Demonstrates the ability to develop independent thought and original ideas; do not simply paraphrase readings or other sources. All college-level work requires deep analysis of information, application of information, and synthesis of original concepts or solutions.
- All written work submitted will be graded on both composition and content.

All written assignments must be submitted through PantherLearn where your assignments may be checked for originality by Turnitin.

GRADING SCALE

I will record student proficiency in this course using the following letter grades:

%	Pts.	%	Pts.
A 95-100	950 – 1000	C 74-76.9	740 – 869

BUS-443 OL Course Syllabus

A- 90-94.9	900 – 949	C- 70-73.9	700 – 739
B+ 87-89.9	870 – 899	D+ 67-69.9	670 – 699
B 84-86.9	840 – 869	D 64-66.9	640 – 669
B- 80-83.9	800 – 839	D- 60-63.9	600 – 639
C+ 77-79.9	770 – 799	F ≤ 59.9	≤ 599

ODU Services / Resources

ODU HELPDESK

Students are responsible for assuring any computer used for ODU courses is capable of uploading content to drop boxes. If you are experiencing any technological difficulties with your computer, PantherLearn, Webmail, or any other ODU system, the ODU Helpdesk is available to assist you. The Helpdesk is located on the second floor of Spangler Learning Center and can be reached at 614.253.3633 or helpdesk@ohiodominican.edu. The FAQ page is found [here](#).

ADA (AMERICANS WITH DISABILITIES ACT)

Students with a documented disability who wish to request reasonable accommodations should contact the Disability Services Office and then meet with their instructors. Accommodation arrangements should be made during the first two weeks of the semester. Students may request accommodations at any time during the semester, but please note **accommodations are not retroactive**. Students must contact the Disability Services Office **prior to every semester that accommodations are needed**. The Disability Services Office is located in the Spangler Learning Center, office 227, the phone number is (614) 251-4233, and the email address is DisabilityServices@ohiodominican.edu.

LIBRARY SERVICES

The ODU Library is located in the Spangler Learning Center. If you need (e)books, articles, or other materials, you may need to access Library resources. Look for a link to the ODU Library site in PantherLearn. Library services are available to help you manage your Library account, help find and access the items you need, and assist you with learning how to navigate through the resources. If you need to do any research, start as soon as possible. You may need time to obtain a full-text resource, and you may need time to ask a librarian for help. To use the library's databases and other resources for this course, go to [here](#) and choose your database(s) alphabetically or by subject. If you have a question for a librarian, further assistance is available [here](#) or by calling (614) 251-4754.

ACADEMIC RESOURCE CENTER (ARC)

Located in the Spangler Learning Center, the Academic Resource Center is dedicated to helping students succeed and excel in their studies by providing assistance in writing, math, course-specific content, test preparation, and general study skills. The Center's mission is to support students enrolled at Ohio Dominican University in their effort to achieve academic success, realize their life goals, and become independent, self-directed, life-long learners. To find out more, visit their homepage [here](#). To email the ARC: academicresourcecenter@ohiodominican.edu.

The Academic Center for Excellence

The Academic Center for Excellence, (Spangler 207 annex) provides face-to-face assistance with course-specific content and general learning strategies. You may visit on a drop-in basis or make an appointment for an in-person meeting by using the online appointment system on our website [here](#), which also provides the current drop in schedule and links to numerous online resources.

BUS-443 OL Course Syllabus

The Write Place

Assistance with writing is available free of charge for this course through the Academic Resource Center at the Write Place (Spangler 206B), where specialists are available to assist you at any stage of the writing process.

- **Electronically:** Contact the Write Place through email (writeplace@ohiodominican.edu) and initiate a conversation about your writing assignment. Allow 24-48 hours to receive a response from a writing consultant.
- **On Campus:** If you are in the Columbus area, you are encouraged to visit the Write Place (Spangler 206B), for a face-to-face session. See the Write Place website [here](#) for the current schedule. You can drop in any time during open hours, or make an appointment by emailing writeplace@ohiodominican.edu, using the online appointment system [here](#), or calling 614.251.4510.

The Math Lab

At the Math Lab (Spangler 206A), students can get assistance with most ODU math courses numbered 240 and below. The Math Lab can also assist with quantitative aspects of business and science courses. Students may also visit the lab with questions as they prepare for standardized tests such as the Praxis Core, GRE, and MCAT.

You may visit on a drop-in basis whenever the lab is open or make an appointment for a personal, face-to-face tutoring session by emailing mathlab@ohiodominican.edu, using the online appointment system [here](#), or calling 614.251.6674. The current drop-in schedule is online [here](#).

RETENTION ALERT

Ohio Dominican University utilizes Retention Alert, an early alert system, in an effort to help students receive the resources and support they need to be successful. Should I become concerned about your academic performance and/or overall wellbeing, it is likely that I will refer you to a member of Ohio Dominican University's Student Success Team. The early alert system can provide you with additional services and support. Please know that both Ohio Dominican University and all its faculty members, including myself are committed to doing everything we can to help you be successful in your academic studies.

COUNSELING SERVICES

Counseling Services is located in the Griffin Student Center, room 235. If you are experiencing personal problems, stress, study or time management difficulties, or mental health related concerns that you feel may adversely impact your ability to be a successful student at ODU, please contact the Counseling Services Office by phone at 614.251.4570 or through email at counselingservices@ohiodominican.edu to set up a free and confidential appointment.

CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is a critical resource on campus to support your success at ODU and after graduation. The CDC assists with every phase in the career development process: self-exploration, major & career exploration, internship and job searching, resume + cover letter writing, and interviewing. Contact our office in Erskine 108 via phone at 614.251.4733 or email careercenter@ohiodominican.edu. Visit our website [here](#) for more information.

Activate your account in **Handshake** [here](#), our online career community, to make an appointment with a career coach and to access amazing job and internship opportunities.

BUS-443 OL Course Syllabus

ONLINE UNDERGRADUATE ORIENTATION AND PANTHERLEARN TRAINING

If this is your first online course, you must complete the [Student PantherLearn Training](#) course and visit the Undergraduate Orientation course before beginning your classwork. You will find the courses in the “Select a course...” dropdown list at the top of your PantherLearn Home Page. If you do not see the courses, then email the Helpdesk at helpdesk@ohiodominican.edu.