

# University of North Texas at Dallas

## Fall 2017

### SYLLABUS for Distance Learning

#### MGMT 4300-011: Recruitment, Selection, and Placement (3hrs) – 8wk 1

<b>School of Business</b>	<b>Dept. of Management</b>	<b>Division of</b>	<b>Urban and Professional Studies</b>
<b>Instructor Name:</b>	<i>Angela Boston</i>		
<b>Office Location:</b>	<i>Dallas Campus Building 2 - 3<sup>rd</sup> Floor Rm #305</i>		
<b>Office Phone:</b>	<i>214 352-0664</i>		
<b>Email Address:</b>	<i>Angela.Boston@untdallas.edu</i>		
<b>Office Hours:</b>	<i>By Appointment</i>		
<b>Virtual Office Hours:</b>	<i>By Appointment</i>		
<b>Classroom Location:</b>	<i>Dallas Campus Founder's Hall Rm #304</i>		
<b>Class Meeting Days &amp; Times:</b>	<i>Wednesday 7pm-9:50pm</i>		
<b>Course Catalog Description:</b>	<i>This is a (3hr) senior level course that will provide an overview of Recruiting, Selection, and Placement of employees in an organization. Test validation and other selection techniques relative to EEO, ADA, and AAP laws. Recruiting, Selection and Placing a culturally diverse workforce.</i>		
<b>Prerequisites:</b>	<i>There are none list - Note: This is a senior level course</i>		
<b>Co-requisites:</b>	<i>There are none listed for this course</i>		
<b>Required Text: (3 books)</b>	<p><i># 1 Title: Recruiting, Selection, Placement - MGMT 4300 ABoston Author Noe 10<sup>th</sup> edition of Human Resources Management Gaining a Competitive Edge Publisher: McGraw-Hill ISBN: 978-13-088-68912 will be provided on Blackboard</i></p> <p><i>#2 Title: Perfect Phrases for the Perfect Interview Author(s): Carole Martin Publisher: McGraw-Hill Education ISBN: 978-007-14-49823</i></p> <p><i>#3 Title: The Job Description Handbook 3<sup>rd</sup> edition Author(s): Margie Mader-Clark Publisher: NOLO ISBN: 978-141-33-18555</i></p>		
<b>Additional Sources for References:</b>	<i>Human Resources Management Textbook or Strategic Staffing textbook and online tools and websites</i>		
<b>Access to Learning Resources:</b>	<p>UNT Dallas Library: phone: (972) 780-1616 web: <a href="http://www.untdallas.edu/library">http://www.untdallas.edu/library</a> email: <a href="mailto:library@untdallas.edu">library@untdallas.edu</a></p> <p>UNT Dallas Bookstore: phone: (972) 780-3652 web: <a href="http://www.untdallas.edu/bookstore">http://www.untdallas.edu/bookstore</a> e-mail: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a></p>		
<b>Course Goals or Overview:</b>	<i>The goal of this course is to increase understanding of how to recruit, select, and place employees in an organizations</i>		
<b>Learning Objectives/Outcomes:</b>	<i>Upon completion of this course, the student will have demonstrated the competencies as listed in the current edition of the university catalog which includes</i>		

1	Application of skills and abilities to discuss and explain human resources strategic staffing processes, elements and tools used in recruiting, selection, and placement
2	Comprehend and apply materials and information in new ways for human resources staffing effectiveness
3	Identify, analyze, solve and implement solutions in response to recruiting, selecting, and placement processes and legal compliances
4	Apply valuable judgment calls pertaining to human resources management staffing issues and challenges.
5	Identify and implement strategies for dressing appropriately for recruiting, selection, & placement

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated verbally or written by the Instructor

TOPICS	TIMELINE
<p><b>In-Class : On Campus</b>            Introduction of Course; Establish Teams (there will be 5-6 teams)            Lecture – General HR Information  <b>Read:</b>            Book #1 – (Noe) Chapter 2&amp;5 ; Online tool Linked-In  <b>Assignments &amp; Exercises – due by Monday, August 28<sup>th</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b>Networking</b> – each student must create/update their own Linked-In profile <a href="http://www.linkedin.com">www.linkedin.com</a> which much include a professional photo on your home profile and invite the professor and your fellow classmates to connect.</li> <li>• <b>Texas Workforce Commission</b> – each student <u>must</u> schedule &amp; utilize one of the Workforce Solutions Center in the Greater Dallas area to schedule to either attend a job fair/ hiring event or attend a Work Seminar to recap and include the experience in the Interview Report due Oct 4<sup>th</sup>. Visit <a href="http://www.wfsdallas-jobseeker.com">www.wfsdallas-jobseeker.com</a> for calendar of event and seminars. Each individual student must send the professor an email at <a href="mailto:Angela.Boston@untdallas.edu">Angela.Boston@untdallas.edu</a> with your appointment date. Students should share with your team &amp; as a team present findings in 1-3 PowerPoint slides.</li> </ul>	<p>Week 1 – 8/23 (LO – 1&amp;4)</p>
<p><b>In-Class : Distance</b>            Lecture – Business Cards, Cover Letters, Resumes, References  <b>Read:</b>            Book #1 – (Noe) Chapter 6 ; Visit UNT Career Services, Optimal Resume online tool  <b>Assignments &amp; Exercises – due by Tuesday, September 5<sup>th</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b>Write the Vision</b> - each student must complete and submit individually assignment &amp; the group assignment. Prepare to discuss with your team. Each team will prepare a short PowerPoint presentation no more than 3-4 slides of introduction of their team members to entire class using Blackboard. Discovering who they are and what they can do. This assignment should also be a tool to help the student in building their personal portfolio for the Interview Report that is due in-class 10/4</li> <li>• <b>Resume/portfolio</b> - each student must start building their Interview profile for the Interview report that is due in-class on October 4<sup>th</sup> consisting of their personal business card, cover letter, resume, and references. Student is to utilize their team and class, and online resources available.</li> <li>• <b>Schedule Appointment with UNT Dallas Career Services</b> – each student must send the professor an email at <a href="mailto:Angela.Boston@untdallas.edu">Angela.Boston@untdallas.edu</a> with your appointment date. This email is require <b>no later than Tuesday, September 5<sup>th</sup> by 11:59pm due to Labor Day holiday</b>. The Career Services Office at UNT Dallas is a primary resource to gain help to use the Optimal Resume tool at <a href="http://www.dallas-unt.optimalresume.com">www.dallas-unt.optimalresume.com</a> that was covered in class.</li> </ul>	<p>Week 2 – 8/30 (LO – 2)</p>

<p><b>In-Class : Distant</b>  Lecture –Job Descriptions, Key Elements &amp; Criteria Employers use in evaluating and selecting a Candidate  <b>Read:</b>  Book #1 – (Noe) Chapter 4&amp;5 ; Book#2 (Martin) Chapter 1-2 Book #3 (Mader-Clark) Chapters 1,3-5  <b>Assignments &amp; Exercises – due by Monday, September 11<sup>th</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b><u>Job Description</u></b> – – each student in your team is to obtain a copy of the job description of his or her current position and also one to the position of which they want as their next career opportunity. Each team is prepare to discuss among each other and <b><u>Complete #1 - Exercise (Martin -pg. 5)</u></b> in identifying key “buzz” words used in each job description that are required for the job, identify what is not written (reading between the lines) and identify as a team what it will take to do the job for your next career opportunity, and what traits &amp; skills you each have that are “transferable”. <b><u>Complete #2- Exercise (Mader - Clark– pg.73-77)</u></b> Brainstorm work traits. Include what you lack that will be required for you to have. Bring notes to class discussion and each team is to prepare a short presentation (No-more than 3-4 slides) to include each team member’s information</li> <li>• <b><u>Perfect Phrases for Perfect Interview</u></b> –Discussion board Exercise #1 Your answers due by Friday, September 8<sup>th</sup> by 11:59pm; Replies to classmates due by Monday, September 11<sup>th</sup> by 7:59am.</li> </ul>	<p>Week 3 – 9/6 (LO-5)</p>
<p><b>In-Class : Distant</b>  Lecture – Legal Issues, EEO, Employment Laws &amp; Affirmative Action  <b>Read:</b>  Book #1 – (Noe) Chapter 3&amp;5 ; Book #2 (Martin) Chapter 2-3 ;  Book #3 –(Mader-Clark) Chapter 2 &amp; Appendix C  <b>Assignments &amp; Exercises – due by Monday, September 18<sup>th</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b><u>Equal Employment Opportunity</u></b> – each student in your team is to read the case study “Home Depot Bumpy Road to Equality” provided (Textbook – Noe p113-114). Each team is to come prepared with a short presentation of what the team stance is on the 2 questions with regards to Laws of equality asked at the end of the case. Each team is to prepare a short presentation of their stance to be No more than 3-4 slides.</li> <li>• <b><u>Career Assessments</u></b> – each student is to complete (2) individual career assessments (Personality &amp; Skill Profiler) from the UNT Career Services tool <a href="http://www.MyPlan.com">www.MyPlan.com</a> once findings from the assessments are discovered, students are to complete the Discussion board Exercise due by Friday, September 15<sup>th</sup> by 11:59pm; Replies to classmates due by Monday, September 18<sup>th</sup> by 7:59am CST.</li> </ul>	<p>Week 4 – 9/13 (LO – 2)</p>
<p><b>In-Class : On Campus</b>  <b>Guest Speaker - on Recruiting &amp; Applicant Tracking Systems</b>  Lecture – Recruiting &amp; Selection Hierarchy (Applications, Interview, testing)  <b>Read:</b>  Book #1 – (Noe) Chapter 2&amp;5 Book#2 (Martin) Chapter 3; Book#3 – (Mader-Clark) Chapter 2,5&amp;6  <b>Assignments &amp; Exercises – due by Monday, September 25<sup>th</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b><u>Applications</u></b> - - students are to obtain a “manual” application from a local company &amp; also an “online” applicant from a competitor business and do comparison and contract with their team of the information/sections required to submit interest to a job as an External Candidate and/or Internal Candidate &amp; discuss pros/cons of</li> </ul>	<p>Week 5 – 9/20 (LO- 1,2 &amp;3)</p>

<p>the process thereof be prepared to share with class/scan both applications to blackboard.</p> <ul style="list-style-type: none"> <li>• <b>Perfect Phrases for Perfect Interview</b> –Discussion board Exercise #2 Your answers due by Friday, September 22<sup>nd</sup> by 11:59pm; Replies to classmates due by Monday, September 25<sup>th</sup> by 7:59am</li> </ul>	
<p><b>In-Class : Distant</b> Lecture – Selection Hierarchy (Background Checks, Negotiations, and Offers) <b>Read:</b> Book #1 – (Noe) Chapter 6,11,&amp; 13 ; Book#3 (Martin) Chapter 4 Book#4 – Chapter 5-6 <b>Assignments &amp; Exercises – due by Monday, October 2<sup>nd</sup> by 7:59am</b></p> <ul style="list-style-type: none"> <li>• <b>Should Salaries be a Secret?</b> - Business Harvard Review case students are to read the case. Each team is to prepare with a short presentation of what the team stance is on the question with supporting research as to why. No more than 3-4 slides.</li> <li>• <b>Negotiation/Compa-ratio</b> – research your job of interest and compare salaries in the industry along with benefits offered to prepare your elements of negotiation for your Total Compensation requirements. Each team will come prepared with a short presentation. No more than 3-4 slides of the final negotiation results that each team member was able to obtain.</li> <li>• <b>Summary of Qualifications Video Interview</b> – each student must create &amp; upload their own personal, interview Video which much include: an Intro of who you are, what job position you want and why we should hire you. Students are to provide video feedback on at least (5) classmates that are not part of their group via the discussion board with a placement decision of “Will Hire” or “Not Hired” <b>no later than Tuesday, October 3<sup>rd</sup> by 6:00pm</b></li> </ul>	<p>Week 6 – 9/27 (LO-2,4)</p>
<p><b>In-Class : On Campus</b> Lecture : Dress for Success, Placement and Performance <b>Read:</b> Book #1 – (Noe) Chapter 8; <b>Assignments &amp; Exercises – Interview Report due in hand to professor</b></p> <ul style="list-style-type: none"> <li>• <b>Dress for Success</b> - each team will evaluate all students in the class on their dress for success, placement &amp; performance based on the individual scoring criteria of Clothing, Posture, Confidence, Voice, Eye Contact, and Communication and Response to the interview questions</li> <li>• <b>Interview Report</b> – each student must bring and turn in their completed Interview Report portfolio to professor</li> </ul>	<p>Week 7 – 10/4 (LO-4&amp;5)</p>
<p><b>Final Week– Distant</b> Complete remaining team(s) Dress for Success/Placement individual Interview Report portfolios if necessary</p> <ul style="list-style-type: none"> <li>• <b>Take Final Exam</b> – must take exam before end of the week!</li> <li>• Exam is timed (2.5 hours) and once started it must be completed.</li> </ul>	<p>Week 8 – 10/11 (LO-4&amp;5)</p>

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course

**Exams/Quiz** – *written or online tests designed to measure knowledge of presented course materials*

**Online activities** – *assignments, exercises, & research designed to supplement and reinforce course material*

**Group Projects** – *Team assignments designed to measure ability to apply presented course material*

**Class Participation** – *attendance and participation in class discussions, assignments and presentations*

### Grading Matrix:

Instrument	Value (points or percentages)	Total
<b>(6) Online &amp; Classroom Assignments</b> – <i>(Write the Vision, Job Descriptions, Martin Exercises #1,#2, Negotiation, Dress for Success)</i>	<i>20 each</i>	<i>140</i>
<b>(2) Assignments</b> - <i>(Networking &amp; Applications)</i>	<i>10 each</i>	
<b>(2) Scheduled Appointments</b> – <i>(TWC and UNT Career Services)</i>	<i>15 each</i>	<i>30</i>
<b>(2) Perfect Phrases Exercises</b> <b>online discussion board</b> <b>(1) Career Assessments</b> <b>discussion board</b>	<i>15 each</i>	<i>45</i>
<b>(2) Case Studies-</b> <i>(EEO and Should Salaries be a Secret?)</i>	<i>20 each</i>	<i>40</i>
<i>Video -Summary Qualifications</i>	<i>75</i>	<i>75</i>
<i>Interview Report - Portfolio</i>	<i>100</i>	<i>100</i>
<i>Attendance/Participation</i>	<i>50</i>	<i>50</i>
<i>Final Exam</i>	<i>140</i>	<i>140</i>
<b>Total:</b>		<b>620</b>

### Grade Scale of Points:

**A** = 575 – 620

**B** = 530 – 574

**C** = 485 – 529

**D** = 440 – 484

**F** = 439 pts or below

## University Policies and Procedures

### **Students with Disabilities (ADA Compliance):**

*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development. The Office for Disability Services is located in the Student Life Office in DAL2, Suite 200 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number is (972) 338-1775.*

### **Student Evaluation of Teaching Effectiveness Policy:**

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

### **Exam & Assignment Policy:**

*Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner. In certain cases, the instructor may ask the student/group to provide copies for future use or references and examples. Exam testing will be primarily over the materials from lecturer, class activities, and the text book. Students are responsible for all information given in the textbook & class. Exams will require the student to understand the apply concepts, terms, and theory and not just merely memorize information. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook) an "I" (incomplete grade) may be given at the discretion of the instructor when emergencies prevent students from competing course requirements. Should an "I" be granted, the student will be given a set time to complete the requirements before an "F" grade is assigned*

**Attendance & Participation Policy:** *Students are expected to attend class and participate in lectures, discussions, exercises and activities. The attendance/participation of the student is essential to the learning and to the overall success of the course. Group discussions, quizzes, projects, class exercises, case studies, and workshops cannot be made up for full credit. The instructor reserves the right to accept any past due/late work. Attendance will be taken and many of the insights gained in this course are experiential and require participation. Students are required to keep up with assigned reading and activities. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent. An absence on the day a requirement for the course is due including any presentations (either individual/group or special guest) will result in a grade of zero unless other arrangements has been approved by the Instructor, prior to the occurrences.*

### **Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*

### **Bad Weather Policy:**

*On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 and check for postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas) and/or check for communications or emails from the instructor. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

**Diversity/Tolerance Policy:** *Students are encouraged to contribute their perspectives and insights in class discussion. However, offensive & inappropriate conduct and remarks toward the instructor and/or other students will not be tolerated. Behaviors and disruptions which violate the above will be handled as the instructor deems appropriate. Refer to the Student Code of Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.*

## **Classroom Policies**

### **Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. . Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untdallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

### **Online "Netiquette":**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untdallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:** Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

**Technology Requirements:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untdallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publickbarticleview?id=kAB700000008Oom>
- [https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check\\_full.html](https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html)