

BUA 320-70

Attracting, Selecting and Retaining Talent

Spring 2009

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Office Hours: Tuesday 11:00- 2:00 pm, Wednesday 10:00-12:00pm, Thursday 11:00- 1:00 pm

COURSE DESCRIPTION:

Any organization's most important asset is the people. This course presents theory, research and application on the recruitment, selection and retention of individuals in the workplace. This course is organized into three parts: a) recruitment processes from the organizational and applicant perspective; b) the logistics and legal issues of employee selection; and c) various issues related to the retention of productive and satisfied workers.

STUDENT OUTCOMES:

Upon successful completion of the course the student will:

- Be familiar with staffing models, staffing strategy and staffing ethics.
- Learn and understand the support activities of legal compliance, planning and job analysis.
- Be informed on the external influences that impact human resource and staffing planning.
- Explore the activities associated with selection of talent.
- Gain knowledge on internal and external recruitment. Learn methods and legal issues associated with both types of recruitment.
- Understand the use of employment contracts and job offers.
- Gain insight into the retention of talent and management of employee turnover.

REQUIRED TEXTBOOKS:

Heneman, Herbert G. and Judge, Timothy A. , 2009 , "Staffing Organizations" Mendota House, Inc. with McGraw Hill/Irwin Publishers, Middletown, WI

LEARNING METHODOLOGIES:

1. Lecture and Guest Lectures
2. Internet Web site review
3. Examinations
4. Discussion of current topics
5. Case Study with Presentation

PROTOCOL and STUDENT BEHAVIOR

It is expected that students have read the assignments and are prepared for class.

It is expected that students will actively participate in class discussion.

It is expected that students will complete work for the course.

It is expected that students will take examinations as scheduled. Failure to do so will constitute a zero unless prior arrangements have been made with the instructor.

It is expected that assignments will be handed in on the due date. Late assignments will receive decreased points for each late day.

The Cedar Crest College Honor Code will prevail at all times. Any violation of the Honor Code will constitute grounds for decreased grade or failure for the course. Plagiarism, as defined in the Cedar Crest Custom's Book, is considered an Honor Policy violation.

The Cedar Crest College Classroom Protocol will prevail at all times.

EVALUATION/GRADING

| | |
|--------------------------------|---|
| Class Participation/Attendance | 240 points (24 points for each class- includes participation) |
| Internet Sites/Legal Case | 80 points (three reviews & one in-class presentation legal case) |
| Case Study | 280 points (seven sections) |
| Test 1 | 100 points (Chapters 1-4) |
| Test 2 | 100 points (Chapters 5-10) |
| Test 3 | 100 points (Chapters 11-14) |
| Final | 100 points (Chapters 1-14) |

GRADING SCALE:

| | | | |
|-----------------|-----------------|--------------|-------------|
| 93-100 = A/ 4.0 | 83-86 = B/ 3.0 | 73-76=C/2.0 | 60-66=D/1.0 |
| 90-92 = A- /3.7 | 80-82 = B- /2.7 | 70-72=C-/1.7 | <60+F/0/0 |
| 87-89 = B+ /3.3 | 77-79=C+/2.3 | 67-69=D+/1.3 | |

Website e-Companion Assignments:

Please place your assignments into the dropbox in e-companion for grading.

BUA 320 - Syllabus Spring 2009

Week One: Jan 22

Introduction to the Course-review syllabus and introductions

Chapter One: “Staffing Models and Strategy”

Ethical Issues, Applications & discussion, Staffing Strategy for a New Plant

Tanglewood Stores Case Study – place in e-companion www.mhhe.com/heneman6e DUE JAN 29

Week Two: Jan 29

CH 2: "Legal Compliance”

Discussion Questions and Ethical Issues, Disparate Impact and discussion

Find and review legal case from law given in class. Prepare summary to present in class on assigned date

One website review due JAN 31 – place in e-companion (summary, function, article)

Week Three: Feb 5, 2009 *Please bring a calculator to class*

CH 3: “Planning” and CH 4: “Job Analysis and Rewards”

CH 3: Markov Analysis Application & Deciding Whether to Use Flexible Staffing

CH 4: Maintaining Job Descriptions

Four student presentations of legal case reviews

Chapter Three Tanglewood Stores Case – submit in e-companion by FEB 12

Week Four: Feb 12, 2009

TEST ONE: Chapters 1-4

Week Five: Feb. 19, 2009

CH 5: “External Recruitment”

CH. 6: "Internal Recruitment”

Discussion Questions, Ethical Issues & Applications

Two student presentations of legal case reviews

Tanglewood Stores Case – DUE FEB 26

Week Six: Feb. 26, 2008

CH 7: “Measurement”

Application of assessment methods

Tanglewood Stores Case I and II Due MAR 15

Second website review due MAR 15 – place in e-companion (summary, function, article)

Week 7: March 5, 2009

CH 8: "External Selection I"

Applications

Four student presentations of legal case reviews

SPRING BREAK – March 12, 2009

No Class

Week Eight: March 19, 2009

CH 9: "External Selection II"

Discussion Questions, Ethical Issues and Applications

Four student presentations of legal case reviews

Tanglewood Stores Case

Due MAR 26

Week Nine: March 26, 2009

CH.10: " Internal Selection"

Applications

Four student presentations of legal case reviews

Week 10: Apr 2, 2009

TEST TWO: Chapters 5-10

Week 11: April 9, 2009 – * NO CLASS *

Please read:

CH. 11: "Decision Making"

Work on Tanglewood Stores Case

Third website review due APR 16 – place in e-companion (summary, function, article)

Week 12: April 16, 2009

CH. 11:" Decision Making"

Ethical Issues and Applications

CH 12: "Final Match"

Applications

Week 13: April 23, 2009

CH 13: " Staffing System Management"

Ethical Issues and Applications

CH 14: "Retention Management"

Applications

Tanglewood Stores Case due MAY 7

Week 14 April 30, 2009

TEST THREE (Chapters 11- 14)

Finals Week Final on CH 1-14 Date TBD
