

## **GSP185 Recruitment and Selection (Practice)**

**Level:** 1

**Credit Units:** 2.5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY REGULAR SEMESTER

### **Synopsis:**

The objective of the course is to provide students with the framework to get the right people with the right skills, at the right time and cost into the organisation. Students will be introduced to the practical application of human resource management and general tools of recruitment and selection.

This course is intended to be practice-oriented and is targeted at practising HR personnel. Practice-oriented learning is reflected in the pedagogic approach and assessment methods. The pedagogic approach will be problem-based where students address real workplace HR problems as a team taking into consideration perspectives and needs of different stakeholders. The assessment methods will focus on demonstrated abilities to reflect on an identified HR problem, and will integrate theory with practice to deal with the problem.

(This course was suggested by WDA to address the need for short practice-oriented HR modules which could give HR personnel relevant skills to improve HRM practices in targeted areas.)

### **Topics:**

- Human Capital Development Road Map
- Human Resource Planning (HRP) Essentials
- Needs Identification: from Job Analysis to Job Specifications
- Workforce Diversity: Culture, Organisations and HR Practices
- Why and When to Recruit
- Types of Recruitment Methods
- Types of Recruitment and Selection Tools
- Factors that Affect the Selection Outcome
- Making the Offer and Terms of the Offer
- Placement of Successful Candidate

### **Textbooks:**

GSP185 Study Guide  
ISBN-13: SG-1245

**Learning Outcome:**

- Examine the principles and practices of workforce planning
- Identify the key elements of planning, developing and aligning employees, business and organizational goals
- Plan an assessment and selection system to support staff recruitment
- Evaluate human resource staffing requirements
- Apply key measurement concepts to a variety of selection situations
- Analyse the different types and styles of recruitment and selection methods

**Assessment Strategies - Regular Semester (Evening Class):**

<b>Components</b>	<b>Description</b>	<b>Weightage Allocation (%)</b>
Overall Continuous Assessment	PRESENTATION 1	30
	TUTOR-MARKED ASSIGNMENT 1	50
	QUIZ 1	20
<b>Total</b>		<b>100</b>

\*The information listed is subject to review and change.