



Course Syllabus

Course Code	Course Title	ECTS Credits
HRM-210	Planning, Recruitment and Selection	6
Prerequisites	Department	Semester
Junior standing	Management & MIS	Fall/Spring/Summer
Type of Course	Field	Language of Instruction
Elective	Business Administration	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Dr. Epaminondas Epaminonda	3 rd or 4 th
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

The main objective of the course is to equip students with skills needed for workforce planning, recruitment and selection of employees.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Describe the main techniques used in employment planning and forecasting.
2. Explain the need for effective recruiting.
3. Name and describe the main internal sources of candidates.
4. List and discuss the main outside sources of candidates.
5. Discuss practical guidelines for obtaining application information.
6. Answer the question: Why is it important to test and select employees?
7. List and briefly describe the basic categories of selection tests, with examples.
8. Describe four ways to improve an employer's background checking process.
9. List and give examples of the main types of selection interviews.
10. List and explain the main errors that can undermine an interview's usefulness.

Course Content:

1. Employment planning.
2. Effective recruiting.
3. Application processes.
4. Resume/CV writing.
5. Testing employees.
6. Interviewing.

Learning Activities and Teaching Methods:

Lectures, Class Discussion, Practical Exercises, Group Activities, Research and Writing.

Assessment Methods:

Attendance and Participation, Assignments, Mid-Term, Final Examination

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Instructor's notes				

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Human Resource Management, 15 th Ed. Global Edition	Gary Dessler	Pearson	2016	9781292152103
The Handbook of Strategic Recruitment and Selection: A Systems Approach E-book	Bernard O'Meara, Stanley B Petzall	UK: Emerald Group Publishing	2013	9781780528106