

University of Nicosia, Cyprus

Course Code HRM-210	Course Title Planning, Recruitment and Selection	Credits (ECTS) 6
Department Management and MIS	Semester Fall, Spring	Prerequisites Junior
Type of Course Elective	Field Management	Language of Instruction English
Level of Course 1 st Cycle	Year of Study 1/2	Lecturer
Mode of Delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The main objectives of the course are to facilitate:

- collection and analysis of data for the purpose of resolving issues directly related to planning, recruitment and selection;
- development of intrapersonal and interpersonal skills;
- confidence when interacting with others in a number of organizational settings;
- communication, both orally and in writing;
- problem – solving;
- effective use resources in order to ‘learn how to learn.’

Learning Outcomes:

After completion of the course students should be able to:

1. **prepare** a human resource plan;
2. **analyze** an organization’s needs in order to perform work and task analyses;
3. **develop and implement** an effective recruitment process;
4. **develop and implement** an effective selection procedure;
5. **incorporate** equal opportunities policies in the recruitment strategy;
6. **recruit and select** candidates for international assignments.

Course Content:

- The Human Resource Plan.
- Organizational and Job analysis; description and specification.
- The recruiting process.
- The selection process.
- Selection Techniques: Interviewing, Psychometric Testing and Assessment Centers.
- Selection Validation.
- Equal Opportunities and Discrimination.
- Considerations for International Recruitment

Learning and Teaching Methods:

Lectures, Case Studies Analysis and Discussion, Academic/Industry Journals Paper Discussions, In-Class Exercises, and Presentations.
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Assessment Methods:

Class activities, Role-Play, Homework, Project, Mid-Term, and Final Exam.

Required Textbook/Reading:

Authors	Title	Publisher	Year	ISBN
Roberts, G.	Recruitment and Selection	CIPD	2005	1843981173

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Taylor, S.	People Resourcing	CIPD	2008	184398198X