



Course Syllabus

Course Code	Course Title	ECTS Credits
MBAN-743	Employee Resourcing	7.5
Prerequisites	Department	Semester
MBAN-609	School of Business	Fall, Spring, Summer
Type of Course	Field	Language of Instruction
Elective	Human Resources	English
Level of Course	Lecturer(s)	Year of Study
2 nd Cycle	Dr. Andriana Rapti	1 st or 2 nd
Mode of Delivery	Work Placement	Corequisites
Face to Face	N/A	None

Course Objectives:

The main objectives of the course are to:

- Provide an in-depth analysis of the methods used in staffing and selection processes.
- Investigate the processes of designing, administering, revising, and evaluating selected programs that comply with government regulation as well as add value to the organization.

Learning Outcomes:

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

1. **Evaluate** the sources available to organizations for recruitment in order to assess the most effective ones.
2. **Develop** recruitment strategies to reduce staff turnover and thus reduce costs.
3. **Develop** and utilize strategies to achieve work-life balance, and thereby improve performance in the workplace.
4. **Develop** equal opportunities strategies in recruitment and selection so as to make best use of the diverse talent pool available.
5. **Ensure** that resource strategies match overall organizational strategies.
6. **Evaluate** the tools which are used during the recruitment and selection process

Course Content:

1. **Systematic recruitment and selection:** investigate the means for effective recruitment and selection to be in line with business strategy
2. **Job analysis:** this has to precede every HR function if that function is to be effective
3. **Selection and assessment methods:** choosing the most effective methods to enhance

selection and assessment of candidates

4. **Validating the decision:** ensuring the decision has been made based on objective criteria so as to avoid unnecessary legal or other complications
5. **Giving feedback to the candidates:** both successful and unsuccessful candidates need to be given feedback quickly and effectively; this is of benefit to all stakeholders

Learning Activities and Teaching Methods:

Instructor presentations; video clips; case studies, small assignments and discussions.

Assessment Methods:

Test; exam; assignment.

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
People Resourcing	Taylor, S	CIPD	2005	184398198X

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Recruitment & Selection	Roberts, G	CIPD	2005	085292707X