UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS

MGMT 4300: RECRUITMENT, SELECTION, AND PLACEMENT

MGMT 4300.001 – SPRING 2017 COURSE SYLLABUS
Meets Wednesdays 6:30-9:20pm in BLB 225
January 17 – May 12, 2017

Professor: Erin Welch, Department of Management Lecturer
Office: 358A - Business Leadership Building
Phone: 940-565-4766 – Office
E-mail: Erin.Welch@unt.edu ***BEST WAY TO REACH ME***

We will NOT use Messaging on Blackboard. You MUST email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.

**Be sure to include MGMT 4300 in the Subject Line**

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: Wednesdays 3:00-6:15pm (Denton Campus)
Also available by appointment for meetings on campus or by phone

INTRODUCTION:
Recruiting, Selection and Placement (MGMT 4300, 3 credit hours) is a senior level course. This course is about making selection decisions from the employer’s perspective as well as from your perspective. We will examine test validation and other selection techniques relative to EEO and ADA laws, and learn how to recruit, select, and place employees in a culturally diverse work force. Management successes are accomplished by people, with people, and for people. Thus, your task during this semester is to become familiar with the potential selection problems to overcome when managing people in the workplace. You will be given the opportunity to develop and demonstrate your managerial skills related to the diagnosis and implementation of job-related activities for pervasive selection problems that emerge when people interact with the workplace.

Prerequisites: Good standing for taking the 4300 level MGMT course. Consult your College of Business Advisor if you are unsure. Professor Kuykendall is the Department of Management Advisor and may be contacted at AprilK@unt.edu or 940.565.4710.

COURSE OBJECTIVES:
This course prepares students to enter the Human Resources field as a qualified professional. Intensive review of the functional disciplines related to selection practices is the major focus of this OBHR class. The course strives to achieve the following:
1.) To broaden students’ general knowledge of the steps taken in developing a selection program.
2.) To understand the specific legal demands of selection.
3.) To examine the composition of recruitment programs that will attract appropriate applicants.
4.) To explore the role of HR measurement in selection decision making.
5.) To examine the concepts of reliability and validity of selection data as well as their role in choosing useful selection measures and making effective selection decisions.

***The Instructor reserves the right to make changes to this syllabus, if needed.***
REQUIRED TEXTBOOK:

We will use Gatewood, Field, and Barrick’s Human Resource Selection, 8th edition, Published by Cengage – ISBN 978-1-305-10268-2. The UNT Bookstore offers the hard copy new or used, and it’s also available to rent. Another option is to purchase directly from the publisher who offers the book in a digital version:

http://www.cengagebrain.com/shop/isbn/9781305102682

I always recommend students shop around for the best price, but please be sure to purchase the 8th edition (not old versions) as this is the version that the exam questions will be pulled from. Additional readings and assignments will be distributed in class.

STRUCTURE, ATTENDANCE, AND PARTICIPATION:

This course is taught as a face-to-face class. Students are responsible for all material presented in the face-to-face sessions. The course will be conducted using the textbook, guest speakers, articles, and other supplemental material. Recognize that each article/case is simply a record of an issue, which has been faced by HR professionals. It is not to be construed as portraying either correct or incorrect behaviours. Instead, these articles/cases contain the facts, opinions, and prejudices upon which HR decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts. For this method of instruction to work effectively, you must have read and thought about all assigned material. Students should read the assigned material and complete assignments PRIOR to coming to class and be prepared to discuss and ask questions. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it.

Regular attendance and participation is expected. Attendance may be taken during each class. Arrive on time so class can start promptly. On exam days, if you arrive late, you will lose time on your exam – no excuses, no exceptions! Honing your professional skills is part of the university experience and one of the learning outcomes of this class. Professionalism means coming to class, not being called out for texting, participating in discussions, etc. If you use a laptop, please be respectful of the classmates around you. If I receive complaints regarding your laptop usage, I will ask that you move to the back row.

Any student who is absent will be responsible for obtaining lecture notes, hand-outs or information about the missed class from their peers. I will answer all voicemails and emails promptly, EXCEPT any that asks “what did I miss in class?”

Any behavior on the part of the student that is considered to be disruptive by the instructor will be dealt with according to University guidelines. If the student fails to adhere to such policies even after being made aware of such behavior, then they might be asked to leave the classroom and will be subject to further disciplinary action as laid out in the University policies. The Code of Student Conduct can be found at www.unt.edu/csrr

GUEST SPEAKERS:

We will have guest speakers throughout the semester. All students are expected to be courteous and respectful to speakers. This includes arriving on time, paying attention, and demonstrating interest by participating and asking questions when appropriate. Take good notes during the speakers’ presentations as you will see questions on the exams regarding their material.

ACCESS TO BLACKBOARD:

- Blackboard will be used to post announcements, grades, and any updates to our class schedule. Please note, while I post some hand-outs on Blackboard, these are only a sketchy outline of the material. It’s imperative you attend class punctually and take notes.
- You can access the course at https://learn.unt.edu
  - Login using your EUID and Password

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Click “MGMT 4300” from the list of courses. Please report any Blackboard problems to the help desk at 940.565.2324 and be sure to ask for a ticket number and then email the ticket number to me. Technical difficulties will be resolved as they appear.

**EVENT TIMING:**
All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

**EAGLE CONNECT ACCOUNTS:**
All Students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students and this will be the account I contact you at since we are NOT using messages on Blackboard. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit: [https://eagleconnect.unt.edu/](https://eagleconnect.unt.edu/)

**SUCCEED AT UNT:**
UNT strives to provide you a high-quality education and to deliver a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up! Find Support! Take Control! Be prepared! Get Involved! Be Persistent! To learn more about campus resources and information on how you can achieve success, go to: [http://success.unt.edu/](http://success.unt.edu/)

**PERFORMANCE EVALUATION AND GRADE CALCULATION:**
Each student will be responsible for all assignments. Your grade in this class will be calculated by adding the total points earned during the term. Grades will be earned based on successful completion of the following:

- Individual Assignment #1: Behavioral Based Interviews 10
- Individual Assignment #2: Article Review 30
- Group Assignment: Presentation 60
- Exams: 3 @ 100 points each 300
- Maximum Points Possible 400

**Final grades will be awarded for the following levels of performance:** (final grade consists of points earned – no rounding and no extra credit)

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<tr>
<th>Total Points</th>
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<tr>
<td>360.0-400.0</td>
<td>A</td>
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<tr>
<td>320.0-359.9</td>
<td>B</td>
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<td>280.0-319.9</td>
<td>C</td>
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<tr>
<td>240.0-279.9</td>
<td>D</td>
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<tr>
<td>0-239.9</td>
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**ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE:** Make an effort from the first day of class and do your best on all assigned items so you won’t need extra credit. No late assignments will be accepted! Do NOT ask me for a deal. Every semester a student will ask me for a deal that is NOT available to all students. It is unethical to ask me to give you points that have not been earned. The Department of Management has high standards for its junior and senior level courses that will be enforced.

**INDIVIDUAL ASSIGNMENT #1 – BEHAVIORAL BASED INTERVIEWS:**
Each student will find a job posting that they are interested in. Students will be expected to summarize important points to think about for the position and put together three (3) behavioral based interview questions that they feel is most pertinent for the position. In addition, they will prepare their responses to these questions, and then we will discuss their findings in class. This exercise is meant to both teach students how to interview for job fit as a manager as well as teach students what job interviewers may be looking for when they interview for potential positions. A detailed description of the assignment and deliverables will be provided. The assignment will be uploaded to Blackboard by the due date in the course schedule, but students will also need to bring a hard copy to class for discussion purposes. Only the submission to Blackboard will be graded – no need to submit the hard copy too.
**INDIVIDUAL ASSIGNMENT #2 – ARTICLE REVIEW:**
The second individual assignment is an article review regarding a current article on recruitment, selection, and/or placement. The assignment serves to evaluate the students’ accumulation of knowledge and skills. The instructions for the short paper will be handed out in class, and the assignment is to be uploaded to Blackboard by the due date in the course schedule.

**GROUP PRESENTATION:**
To apply concepts learned throughout the course, a group project will be assigned that requires a presentation to a CEO (the Instructor and your peers) who is soliciting proposals for using human resource management as a source of competitive advantage. In particular, the CEO wants to know how the company’s recruitment and selection policies can be improved. The project will be done in groups of six. No paper is required, but students must submit the presentation to the Instructor before class. A detailed description of the project, deliverables, and due dates will be provided.

**EXAMS** (paper exams administered in class):
Three exams are given that cover the assigned material and are not cumulative. Exams are closed book and mandatory — not taking an exam grants 0 points for the exam. **No make-up exams will be given, unless you have a university-related excused reason with proper documentation. No exceptions to this policy!** Please see the course schedule for exam dates.

It is my intent to offer all exams in paper format with multiple choice and true/false questions. The exams are “knowledge-acquisition-application” oriented. That is they are designed to test your knowledge of recruiting and selection concepts and theories. The objective is to ensure that all students are on board and staying up to date with the instructor and the rest of the class. Each exam will have 50 questions and you will have 60 minutes to complete each exam. (50 questions @ 2 points each = 100 possible points) Scantrons will be provided. You will need to bring a pencil on exam days.

All exams will be distributed promptly at the beginning of class, and you will have 60 minutes to complete your exam. If you come in late, you will have less time to complete the exam. Further you will NOT be allowed to take the exam after the first person leaves. **On exam days, come to class on time and be prepared! No exceptions, no excuses.**

Study guides are not provided in my junior or senior level courses. However, during the class session prior to an exam, I will confirm the chapters on the exam, and we will complete a practice quiz together. The practice quiz is designed to help you get a better feel for the types of questions on the exam. To do well on the exams, you must thoroughly read and analyze the text as well as material covered in class. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Exam scores and feedback will be posted on Blackboard within 24-48 hours after I have completed a post-exam analysis. I will send an Announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your “My Grades” tool in Blackboard and review my feedback in the announcements section. Exams will not be returned in class. If you would like to review the exam questions, please contact me to schedule an appointment.

**ACADEMIC INTEGRITY:** Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, there are two versions of the exam so you will NOT see the same questions in the same order as the person sitting next to you.**

**EXAM MAKE-UP OR SCHEDULE CONFLICT REQUEST:**
Exam make-up requests must be made **prior to the exam** and comply with University policy. Forward the information to me at Erin.Welch@unt.edu with the words “MGMT 4300 Exam Conflict” in the subject line, and include your name, student ID number, and detailed reason for request. **No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.**  

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OFFICE OF DISABILITY ACCOMMODATION:
The College of Business Administration complies with the American with Disabilities Act in making reasonable accommodation for qualified students with a disability. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

SUNDOWN RULE – CHECK YOUR GRADES ON A REGULAR BASIS:
You have one (1) week (from the date the grade is released) to inquire about your grade on an exam, individual assignment, group presentation, or any other assignment. The exception to this is the Final Exam and your Final Letter Grade when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term.

DROPPING THE COURSE:
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar’s website: [http://www.unt.edu/catalog/](http://www.unt.edu/catalog/). Please note that **Tuesday, April 4th** is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF) so it won’t impact your GPA. To drop the course, please contact the Department of Management Staff at 940.565.3140 or go by the office in BLB 207. Be prepared to provide them with the course number (MGMT 4300.001), your full name and student ID number. They will sign the drop slip on my behalf, and then you must take it to the Registrar for processing.

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:
The word “Pandemic” refers to health related emergencies as declared by the proper authorities. The word “Disaster” refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities. Weather conditions are declared by UNT authorities. For any such event, course timing and due date adjustments will be made as required. I will contact you via Announcements in Blackboard Learn.

EMERGENCY ALERTS:
The University of North Texas has an emergency Notification System, Eagle Connect Alert, which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at [my.unt.edu](http://my.unt.edu). The university’s website [http://www.unt.edu](http://www.unt.edu) will provide updated information during an emergency situation.

COURSE EVALUATIONS:
This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Blackboard and via your UNT email once the evaluations open.

ACADEMIC INTEGRITY POLICY:
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term “plagiarism” includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency.
engaged in the selling of term papers or other academic materials. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined “Academic Integrity Process” as referenced at http://www.vpaa.unt.edu/academic-integrity.htm. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

NOTE: I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.
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<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading/Assignment</th>
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| 1    | Jan 18| - Syllabus/Course Expectations  
- Introductions  
- Chapter 1: An Introduction to Selection  
*University Closed on Monday, January 16th in observance of Martin Luther King Day. Classes start on Tuesday, January 17th.* | - Familiarize yourself with the Course Syllabus  
- Purchase the required textbook  
- Read Text: CH 1 |
| 2    | Jan 25| - Guest Speaker: Career Center  
- CH 2: Job Performance Concepts and Measures  
- Discuss Individual Assignment #1 (Behavioral Interviews) | - Read Text: CH 2  
- Start working on Individual Assignment #1 |
| 3    | Feb 1 | - Guest Speaker: GEICO  
- CH 3: Job Analysis in HR Selection | - Read Text: CH 3  
- Finish Individual Assignment #1 (due Week 4!) |
| 4    | Feb 8 | - CH 4: Legal Issues in Selection  
- **Individual Assignment #1 DUE, upload to BB by 6:30pm. Bring your own hard copy to refer to during class.** | - Read Text: CH 4  
- Turn in Individual Assignment #1 before class (upload to Blackboard by 6:30pm, Wednesday, Feb 8th – NO LATE ASSIGNMENTS will be accepted! In addition, please bring a hard copy to refer to during class (the hard copy is for your reference – no need to submit it along with the Blackboard submission).  
- Prepare for Exam 1 (CH 1-4) |
| 5    | Feb 15| - Exam 1 (CH 1-4 textbook and lecture – all material is testable)  
- Discuss Individual Assignment #2 (Article Review) | - Exam #1: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses!  
- Start working on Individual Assignment #2 |
| 6    | Feb 22| - CH 5: Recruitment of Applicants  
- Read Text: CH 6  
- Continue working on Individual Assignment #2 |
| 7    | Mar 1 | - **Individual Assignment #2 DUE, upload to BB by 6:30pm**  
- Guest Speakers: UNT OBHR Alums | - Turn in Individual Assignment #2 before class (upload to Blackboard by 6:30pm, Wednesday, March 1st – NO LATE ASSIGNMENTS will be accepted!) |
| 8    | Mar 8 | - CH 7: Reliability of Selection Measures  
- Guidelines for Team Presentation Distributed | - Read Text: CH 7  
- Form Teams and Appoint Group Leader. Email the Instructor a Contact Sheet for your team by 6:30pm, March 29th. Make sure you note who the group leader is (point of contact for Instructor), team member’s names, preferred email addresses for each team member, and your team name. |
| 9    | Mar 15| - **SPRING BREAK!!! 😊**  
*University Closed on Monday, March 13th for Spring Break. No Classes will be held March 13-19 during the week of Spring Break.* | - Have a fun and relaxing Spring Break!!! |

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<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Mar 22</td>
<td>- CH 8: Validity of Selection Procedures</td>
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<td>- Read Text: CH 8</td>
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<td>- Have Group Contact Sheet ready to turn in by March 29th (email to Instructor before class)</td>
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<td>- Prepare for Exam 2 (CH 5-8)</td>
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<td>Mar 29</td>
<td>- Turn in Team Contact Sheet by 6:30pm (email to Instructor)</td>
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<td>- Exam 2 (CH 5-8 textbook and lecture – all material is testable)</td>
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<td>- Exam #2: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses!</td>
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<td>Apr 5</td>
<td>- CH 9: Application Forms and Biodata Assessments, Training and Experience Evaluations, and Reference Checks</td>
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<td>- CH 10: The Selection Interview</td>
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<td>- Discuss Group Presentation</td>
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<td><strong>Tuesday, April 4th is the last day to DROP a course – please see page 6 of the syllabus for more info</strong></td>
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<td>Apr 12</td>
<td>- Guest Speaker: JCPenney</td>
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<td>- Continue working on the Group Presentation</td>
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<td>Apr 19</td>
<td>- CH 11: Ability Tests for Selection</td>
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<td>- CH 12: Personality Assessment for Selection</td>
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<td>- Order of Presentations Determined</td>
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<td>- Read Text: CH 11</td>
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<td>- Read Text: CH 12</td>
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<td>- Start working on the Group Presentation</td>
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<td>Apr 26</td>
<td>- Class will NOT meet. Use this time to work on the presentation.</td>
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<td>- Wrap up and practice the Group Presentation</td>
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<td>- Finalize Presentation and email it to Instructor before class on 5/3</td>
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<td>May 3</td>
<td>- Group Presentations TONIGHT (email Instructor the PPT by 6:30pm)</td>
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<td>- Group Presentations. All teams will present tonight so come prepared! Power Points (PPTs) to be emailed to Instructor BEFORE class</td>
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<td>- Prepare for Exam #3 (CH 9-12)</td>
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<td>May 10</td>
<td>- Exam #3 (CH 9-12 textbook and lecture – all material is testable).</td>
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<td>Exam #3 will serve as our Final Exam. Please note that it is the same format as all other exams. You will have 1 hour to complete 50 questions.</td>
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<td>- Exam #3: come to class on time and be prepared (bring a pencil, scantrons are provided). If you come in late, you will have less time on the exam. No exceptions, no excuses! Remember, Exam 3 is our final exam, but it is the same format as prior exams (NOT Cumulative). Thus, you have 60 minutes to answer 50 multiple choice and true/false questions.</td>
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<td>- Finals Week – Good Luck on all your exams!</td>
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*BB: Blackboard is referred to as BB throughout the Course Schedule

**No make-ups will be granted for missed or late assignments, presentations, or exams.

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SPRING 2017 IMPORTANT DATES PER THE UNT REGISTRAR - http://registrar.unt.edu/

- **January 16, Monday:** Martin Luther King Day – University Closed, No Classes
- **January 17, Tuesday:** Classes Begin
- **January 31, Tuesday:** Beginning this date a student who wishes to drop a course MUST first receive written consent of the instructor
- **March 13-19, Monday-Sunday:** Spring Break, No Classes
- **April 4, Tuesday:** LAST day to drop a class with either a W or WF
- **May 5, Friday:** Reading Day, No Classes
- **May 6-11, Saturday through Thursday:** Finals week.
  - Final Exam Schedule available at: http://registrar.unt.edu/exams/final-exam-schedule/spring
  - MGMT 4300.001 Final Exam (Exam 3) will be at 6:30pm on Wednesday, May 10th. It serves as our final exam, but it is the SAME format as all prior exams. You will have 60 minutes to complete 50 multiple choice and true/false questions.
- **May 12:** Term Ends
- **May 12-13:** Commencement
  - Commencement Information available at: https://commencement.unt.edu/
  - For those graduating, be sure to check the application deadline at the beginning of the semester. http://registrar.unt.edu/graduation-and-diplomas/information-for-graduates

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