VNIVERSITAT DE VALÈNCIA

Course Guide
42740 Job design, recruitment and selection

COURSE DATA

Data Subject	
Code	42740
Name	Job design, recruitment and selection
Cycle	Master's degree
ECTS Credits	3.0
Academic year	2018 - 2019

Study (s)

Degree	Center	Acad. year	Period
2126 - M.D. in Human Resources Management	Faculty of Social Sciences	1	First term

Subject-matter

Degree	Subject-matter	Character
2126 - M.D. in Human Resources Management	3 - Functions of human resources management	Obligatory

Coordination

Name	Department
PONS VERDU, FERNANDO JOSE	306 - Social Psychology
VIVAS LOPEZ, SALVADOR	105 - Business Administration 'Juan José Renau Piqueras'

SUMMARY

The subjet "design jobs, recruitment and selection" is taught in the second semester of the first course of "Master in Management and Human Resources Management" and is made in Matter 3. "Functions of human resource management." It has 3 ECTS.

The contents include the analysis and assessment of jobs, the redesign of jobs and work units, the design of recruitment, selection processes, selection techniques and methods of people in organizations.

The course pretends to teach the students the knowledge, resources and capabilities to perform the analysis and jobs design, plan and implement recruitment processes in organizations.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

Students should have knowledge of the official programs required to access to graduate program.

OUTCOMES

2126 - M.D. in Human Resources Management

- Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.
- Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.
- Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.
- Students should demonstrate self-directed learning skills for continued academic growth.
- Students should be able to initiate, lead, promote and facilitate interactions, as well as to manage groups of people.
- Students should be able to prepare reports and make oral presentations related to human resources management.
- Students should have assertive communication and negotiation skills. This means being able to carry out negotiations related to the direction and management of human resources, and being able to carry out a mediation activity that facilitates an adequate management of human resources.
- Students should be prepared for lifelong learning and self-development. The individual develops the ability to incorporate new knowledge, skills and professional competences.
- Students should be able to read a normative text or an application decision, critically and inferring its consequences in the field of business.
- Students should know the basic concepts of labour legislation and social protection needed to understand the contents of the master's degree and to carry out human resources management tasks.
- Students should know the fundamental characteristics of the labour market in Spain, its trends and structural changes.
- Students should be able to analyse the problems and structure of the labour market, using various economic theories.

- Students should be able to plan, implement, develop and evaluate human resources management in accordance with scientific models and procedures and in compliance with the ethical criteria of the profession.
- Students should be able to calculate and interpret productivity ratios and advise on decision-making in this respect.
- Students should be able to design staff establishment plans.
- Students should be able to design and implement recruitment and selection procedures.
- Students should be able to design organisational charts and functions manuals, and to make proposals for organisational improvement.
- Students should be able to represent the organisation in different areas of representation and negotiation, particularly in collective bargaining.

LEARNING OUTCOMES

Students will learn in an advanced level, the processes involved in the functions of human resource management. Specifically in the areas of analysis, description and jobs design and the recruitment and selection processes.

They'll be able to identify and implement the most appropriate alternative methodologies to design jobs and make recruitment processes.

DESCRIPTION OF CONTENTS

1. Analysis and job Evaluation

2. Jobs and work units redesign

3. Design selection processes.

This thematic unit is intended to develop the following contents:

Integration of the recruitment function at the strategic level of the organization.

Model selection and planning recruitment process. Adaptation to the needs of the organization.

Analysis and job description as a preliminary to selection process.

Planning recruitment processes.

4. Practical selection techniques in depth

This thematic unit is intended to develop the following contents:
Techniques and selection methods.
a) Analysis of psychological testing reports.
b) Job interview.
c) Situational tests.

Selection reporting.

Audit selection processes and trends in Personnel Recruitment and Seleccion

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	18,00	100
Tutorials	6,00	100
Classroom practices	6,00	100
Development of group work	35,00	0
Readings supplementary material	10,00	0
TOTAL	**75,00**	

TEACHING METHODOLOGY

Teaching methodology:

Master class

Readings of relevant documents (reports, articles, etc.).

Group discussions and analyses of relevant issues to management and human resource management

Instruments use

Case study

Use of audiovisual material

Individual and group tutorials

Practices activities in classroom

The course pretends to facilitate experiential learning processes and know key elements in the selection process through dynamics group, role-playing, case studies, articles and audiovisual material. In the units of selection, students will develop a selection process, which will serve as a link between the contents of the different thematic units

EVALUATION

The evaluation system combines the following:

Scales observation of learners attitudes in development of tasks and activities. Participation and involvement in class activities (20%)

Evaluation of individual/group activities (80%)

The achievement objectives is measured by attendance and development of case studies. 20% of attitude and participation is non recoverable.

REFERENCES

Basic

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-Lahera, A. (2006) Diseñando el trabajo del futuro en Vidal, F., (coord.) Exclusión social y estado del bienestar en España, 365-405.
-Sastre, M. A. y Aguilar (2003): Dirección de recursos humanos. Un enfoque estratégico. McGraw-Hill.

Additional

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-Colakoglu, S., Lepak, D. P., & Hong, Y. (2006). Measuring HRM effectiveness: Considering multiple stakeholders in a global context: The New World of Work and Organizations. Human Resource Management Review, 16(2), 209-218.
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