



## COURSE DATA

### Data Subject

<b>Code</b>	42740
<b>Name</b>	Job design, recruitment and selection
<b>Cycle</b>	Master's degree
<b>ECTS Credits</b>	3.0
<b>Academic year</b>	2022 - 2023

### 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 subject "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.
- Que los/las estudiantes sean capaces de iniciar, dirigir, promover y facilitar las interacciones, así como para dirigir grupos de personas.
- Que los/las estudiantes sean capaces de preparar informes y realizar presentaciones orales relacionados con la dirección y gestión de recursos humanos.
- Que los/las estudiantes sean capaces de desarrollar una capacidad asertiva y de negociación. Esto significa ser capaz de llevar a cabo negociaciones relacionadas con la dirección y gestión de recursos humanos, así como ser capaz de realizar una actividad de mediación que facilite una adecuada dirección y gestión de recursos humanos.
- Que los/las estudiantes estén preparados para el aprendizaje continuo y el autodesarrollo. El individuo desarrolla la capacidad de incorporar nuevos conocimientos, habilidades y competencias profesionales.
- Que los/las estudiantes sean capaces de leer un texto normativo o una decisión aplicativa, de manera crítica e infiriendo sus consecuencias en el ámbito de la empresa.
- Que los/las estudiantes sean capaces de conocer los conceptos básicos de legislación laboral y de protección social necesarios para la comprensión de los contenidos del máster y a la hora de desempeñar tareas de gestión y dirección de recursos humanos.
- Que los/las estudiantes sean capaces de conocer las características fundamentales del mercado de trabajo en España, sus tendencias y cambios estructurales.



- Que los/las estudiantes sean capaces de analizar los problemas y la estructura del mercado de trabajo, utilizando diversas teorías económicas.
- Que los/las estudiantes sean capaces de planificar, implantar, desarrollar y evaluar una gestión de recursos humanos acorde con modelos y procedimientos científicos y que cumpla con los criterios éticos de la profesión.
- Que los/las estudiantes sean capaces de calcular e interpretar ratios de productividad, asesorando en la toma de decisiones al respecto.
- Que los/las estudiantes sean capaces de realizar diseños de plantillas
- Que los/las estudiantes sean capaces de diseñar y aplicar procedimientos de reclutamiento y de selección de personal.
- Que los/las estudiantes sean capaces de diseñar organigramas y manuales de funciones, así como para hacer propuestas de mejora organizativa.
- Que los/las estudiantes sean capaces de representar a la organización en diferentes ámbitos de representación y negociación y particularmente en la negociación colectiva.

## 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
<b>TOTAL</b>	<b>75,00</b>	

**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

According to what is stated in the certificate verification report, the evaluation system that will be used in the subject combines the following alternatives:

Application of observation and recording scales of students' attitudes in the development of tasks and activities. Participation and involvement in the activities of the Master (20%)

Evaluation of the individual and / or group work of the students (80%)

The use and achievement of objectives will be evaluated through assistance and the development of practical cases throughout the sessions. 20% of the attitude and participation grade is considered non-recoverable on second call.

On second call, the classification of non-recoverable activities is maintained.

It is not necessary to reach a percentage or minimum mark in each part evaluated so that they can be averaged or added.

The / The student / a can pass the subject in second call. There are no differences between the evaluation systems in the first and second call beyond the 20% corresponding to the attitude indicated above.

The overall minimum grade to pass the course is 5 (both in first and second call).

Students with higher grades will be eligible for the Honor Enrollment qualification with a grade higher than 9. In the event that the number of students in this situation is greater than the number admitted by the regulations, the students with the highest grades will have preference.

## REFERENCES

### Basic

- Burke, R. J., & Cooper, C. L. (2006). The new world of work and organizations: Implications for human resource management: The New World of Work and Organizations. *Human Resource Management Review*, 16(2), 83-85.
- Fernández Guerrero, R. (Coord.) (1998): *Organización y métodos de trabajo*. Civitas.
- 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

- Albizu, E. y Landeta, J. (2001): Dirección Estratégica de los Recursos Humanos: Teoría y Práctica. Pirámide.
- Baron, H. & Janman, K. (1996). Fairness in the Assessment Centre, vol. 11. Cooper, C. L.y Robertson (Ed.) International Review of Industrial and Organizational Psychology. West Sussex (England) John Wiley & Sons.
- Bonache, J. y Cabrera, A. (dir.) (2002): Dirección estratégica de las personas. Prentice Hall.
- 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.
- De la Calle, M.C. y Ortiz de Urbina, M. (2004). Fundamentos de RRHH, Pearson, Prentice Hall, Madrid.
- Fernández- Ríos, M. y Sánchez, J. C. (1997). Valoración de Puestos de Trabajo. Madrid: Díaz de Santos.
- Fitz-Enz, J. (1999). Cómo medir la gestión de recursos humanos (cap. 1, 2, 3 y 4). Ed. Deusto.
- García-Tenorio, J y Sabater, R. (Coord.) (2004): Fundamentos de dirección y gestión de recursos humanos. Thompson.
- Gómez Mejía, L.R., Balkin, O.B. y Cardy, R.L. (2005): Gestión de recursos Humanos. Prentice Hall.
- Gospel, H (2003) Quality of working life: A review on changes in work organization, conditions of employment and work-life arrangements. Conditions of Work and Employment Series, n 1 I