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| **BBA 533: Recruitment & Selection** |
| **Teaching Scheme** | **Examination Scheme** |
| Lectures: 3 hrs/Week | Class Test -12Marks |
| Tutorials: 1 hr/Week | Teachers Assessment - 6MarksAttendance – 12 Marks |
|  Credits: 4 | End Semester Exam – 70 marks |

# Course Objectives

# The objective of this course is to create an insight of various principles and practices of recruitment and selection in an industry and to equip students with various selection procedure practiced in industry. Develop students with latest selection tools in the corporate sector. Develop students with various testing of job recruitment and selection.

# Course Outcomes:

# CO1.Understanding about the recruitment and selection

# CO2.Understanding about the various factors that determine the process of recruitment and selection

# CO3. Understanding about the company HR policy & its importance

# CO4. Understanding about the recruitment and selection

# CO5. Understanding about the method of recruitment and selection and its relevance

**CO6.** Understanding the insight of sound recruitment and selection policy

**Course Content –**

**Unit 1**

**Job Analysis:** Meaning, definition and purpose. Methods of job analysis: job analysis interviews, job analysis questionnaire, task analysis inventory, position analysis questionnaire, subject expert workshops, critical incident technique

**Unit 2**

**Hiring Process & Hiring decision:** Nature of hiring: regular, temporary, full time, part time, apprentice, contractual, and outsourcing, Existing post or new post to be created, Need analysis, cost analysis and job analysis.

**Unit 3**

**Hiring internally:** Meaning and definition of internal recruitment, Advantages and disadvantages in terms of cost, time, quality and suitability. Sources of internal recruitment: - circulars, intranet advertisements, employee referrals, Appointment or promotion, Policy guidelines and union settlements.

**Unit 4**

**External Hiring:** Meaning and definition of external recruitment. Sources of recruitment:- advertisement, in newspaper, TV/Radio, Internet, search on the internet, wanted signboards, consultants, employment exchange, campus recruitment, employee referrals and unsolicited applications. Advantages and disadvantages of the above sources in terms of cost, time, convenience, reach of the targeted population, and quality of applicant pool.

**Unit 5**

**Screening the candidates:** Application Forms: bio-data / resume / curriculum vitae and Weighted application blanks: meaning definition, purpose, advantages and disadvantages taking a Behavioral approach to recruitment: spotting personality patterns, making basic assumptions, Predicting the future, strategy Vs. Technique, Pinning down what is needed: targeted interviewing, focusing on behavior, assessing how person performs, assuming they have been hired. – Identifying the ingredients of success: the winning candidate’s profile, challenges in the Interview, the starting point, day to day execution, dealing with people.

**Unit 6**

**Screening the candidates:** Meaning, definition, purpose, advantages and disadvantages, Ability tests clerical ability test, mechanical ability test, mental ability test, physical ability test, personality assessment test, typing test, shorthand test, computer proficiency test **Reference checking:** meaning, definition and purpose. Verification of character, criminal antecedents, previous work behavior and education qualifications Appointment letters: Meaning, definition, and purpose. Contents of appointment letter, hard copy (or soft copy).

**Text and Reference Books-**

1. Human Resource Selection, Robert D. Gatewood and Hubert S. I, South western Cengage Learning, Mason, Ohio, 2001.
2. Staffing Organization, Herbert G. Heneman III, Timothy A. Judge, 5th Edition, McGraw Hill International.
3. Recruitment and Selection, Elearn, Revised Edition, Routledge, 2009, ISBN: 1136369317, 9781136369315.
4. Employee Selection, Lilly M Berry, 1 edition, Cengage Learning, 2002, ISBN 13-978- 0534580957.
5. Online Recruiting and Selection: Innovations in Talent Acquisition, Douglas H. Reynolds, John A. Weiner, John Wiley & Sons, 2009, ISBN: 1444315951, 9781444315950.
6. Effective Recruitment and Selection Practices, R. L. Compton, William J. Morrissey, Alan R. Nankervis, Bill Morrissey, CCH Australia Limited, 2009, ISBN: 1921485779, 9781921485770