

Las Positas College
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Course Outline for BUSN 7503

RECRUITING/INTERVIEWING

Effective: Fall 2008

I. CATALOG DESCRIPTION:

BUSN 7503 — RECRUITING/INTERVIEWING — 1.00 units

This course is a concentrated review of the basic elements involved in the recruitment, interviewing and selection of employees. The course is designed to meet the needs of the owner and manager in finding and matching the best applicant with current job openings. Basic policies and practices, effective procedures, and current legislation affecting recruitment, interviewing and selection are included. This course will walk attendees through the basics of the process from planning and effective interview, using behavioral interviewing, complying with employment law, assessing each candidate's job performance and predicting future success within the organization.

1.00 Units Lecture

Strongly Recommended

ENG 1A - Critical Reading and Composition

Grading Methods:

Discipline:

	MIN
Lecture Hours:	18.00
Total Hours:	18.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. ENG1A

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Explain the structuring and asking of questions that are both legal and effective
- B. Develop questioning strategies that elicit spontaneous truthful responses
- C. Recognize indications and predictors of sub-par performance
- D. List the components of a behavior based interview
- E. Identify multiple innovative recruiting sources
- F. Provide the pros and cons of online recruiting
- G. Understand the appropriate methods of telephone screening and other remote screening methods
- H. Explain the types of pre-employment testing and the pros and cons of each
 - I. List the legislation that impacts hiring and the major components of each act
 - J. Detail the steps in the hiring process

V. CONTENT:

- A. Terminology used in recruitment, interviewing and selection
- B. Traditional and non-traditional recruitment sources
- C. Applications and other options
- D. Recruitment challenges and trends
- E. Analyzing job specifications before the interview
- F. Legal obligations in hiring
- G. Record keeping to protect the employer
- H. Pre-employment testing options
 - I. Interviewing techniques
 - J. Behavioral Interviewing
- K. Hiring processes and procedures

VI. METHODS OF INSTRUCTION:

- A. Assignments which allow for differences in learning styles, for example, collaboration, oral and written tasks, problem solving tasks and repetition.
- B. Tasks that enable students to develop a variety of learning strategies: repetition, categorization, restatement, comparison and

- contrast, memorization, identification of repetition, critical thinking and collaboration.
- C. Critical thinking exercises to integrate students' overall ability to understand the material.
- D. Problem solving tasks and activities in which students are expected to use theory and generally accepted standards to make decisions and report their conclusions.
- E. Informal lectures and classroom discussion based on student questions related to the material.
- F. **Guest Lecturers** - as appropriate.
- G. Audio-visual materials including but not limited to video tapes and Internet web casts with handouts for note taking, and small group discussion.
- H. In class current topic discussions and assignments handled individually, with class partners, in teams and/or as the whole class.
- I. Assigned readings in the text journal articles, newspaper articles and handouts.
- J. **Written exercises and case studies** - to evaluate concepts and facts.
- K. Small group and individual problem solving tasks and activities where students are expected to reach consensus or make decisions and report their findings.
- L. Lecture utilizing Power Point, overhead transparencies, computer media, handouts, whiteboard and/or blackboard.

VII. TYPICAL ASSIGNMENTS:

A. Recognition tasks: matching, identifying correct facts. From the list of terms and acronyms select the correct definition from the list provided. B. Case study analysis and presentation C. Practical writing, reading, speaking and listening tasks that demonstrate or elicit an understanding of and/or a possession of the facts 1. Select a position and prepare ten behavioral interviewing questions for it. 2. Read the journal articles "Generations at Work" and "Generations Collide". Write two pages identifying at least two good hiring strategies for one of the five generations discussed in the articles.

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Papers
4. Group Projects
5. Class Participation
6. Class Work
7. Other:
 - a. Methods
 1. Class and small group discussions of current issues
 2. In-class written case study analyses of video and written cases
 3. Examinations and a comprehensive final with objective questions
 4. Student participation individually and in small groups
 5. Class participation
 6. Final Examination

B. **Frequency**

1. Frequency
 - a. Instructors may choose when and how to evaluate students using written assignments, quizzes and tests

IX. TYPICAL TEXTS:

1. Arthur, Diane *Recruiting, Interviewing, Selecting and Orienting*. 4th ed., AMACOM, 2005.
2. Wendover, Robert *Smart Hiring*. 3rd ed., Sourcebooks, 2002.
3. Still, Del J *High Impact Hiring*. 2nd ed., Management Development and Training Press, 2001.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Computer and Internet access
- B. Access to business publications, magazines and periodicals (i.e. USA Today, Wall Street Journal, Fortune Magazine, Harvard Business Review)
- C. Unique, original materials prepared and assembled by the Instructor.