

Indiana University of Pennsylvania

Department of Management

MGMT 405 Organizational Staffing
3c-0l-3cr
Prerequisite: MGMT 300 and MATH 214

MGMT 505 Organizational Staffing
3c-0l-3cr
Prerequisite: MGMT 300 or equivalent

Course Description

This course focuses on the "staffing" or "employment" subsystem of the human resource management function and deals with the theoretical, technical, administrative and legal issues involved in the recruitment, selection, placement, transfer and promotion of individuals by

organizations. Topics covered include human resource planning, job analysis, job descriptions

and job specifications, recruitment and selection processes, equal employment opportunity and

Evaluation

Class Participation - The course has been designed to be participative, therefore, regular attendance is expected and active participation in class and group activities are encouraged to derive maximum benefit

from the course. The participation grade is based on the instructor's assessment of the expectation that students will ask/answer subject matter or text-relevant questions, provide examples and generally

Attendance Policy

Students are expected to attend class, but students may sometimes be unable to attend class because of illness (doctor's excuse required) or a personal emergency. Unexcused absences allowed will be a maximum of three (3) hours. Attendance is a necessary condition for participation, but it is not the same as participation. Failure to

attend classes (unexcused absences) will have an unfavorable effect on the class participation grade.

Course Outline

<u>Week</u>	<u>Topics</u>
I	Course Orientation The Staffing Function as Part of HRM
II	Staffing Models/Systems
III	The Labor Market and External Environmental Factors in Staffing
IV	The Legal Framework in Staffing
V	Organizational Strategy and

~~Organizational Design~~

MGMT 405/505

V. [Illegible]

1. [Illegible]

[Illegible]

VII Submit a report that reflects items VI of both the undergraduate and graduate sections of these

VIII You should prepare and submit drafts of materials in II, III, IV, V, VI and VII for feedback and revision

prior to submission for grading purposes.

Bibliography

Books

Arthur D. (2001). *The employee recruitment and retention handbook*. New York: AMACOM

Campbell, J. P., & Knapp, D. J. (Eds.). (2001). *Exploring the limits of personnel selection and classification*. Mahwah, NJ: Lawrence Erlbaum.

Cappelli, P. (Ed.). (1999). *Employment practices and business strategy*. New York: Oxford University Press.

Coens, T., & Jenkins, M. (2000). *Abolishing performance appraisals: Why they backfire and what to do instead*. San Francisco: Berrett-Koehler.

Horowitz, A. S. (1999). *The unofficial guide to hiring and firing people*. New York: Macmillan.

Iles, P. (1999). *Managing staff selection and assessment*. Philadelphia: Open University Press.

Luçia, A. D., & Leysinger, R. (1999). *The art and science of competency models: Pinpointing critical*

success factors in organizations. San Francisco: Jossey-Bass/Pfeiffer.

Markle, G. L. (2000). *Catalytic coaching: The end of the performance review*. Westport, CT: Quorum.

Tillman, M., & Dink, M. (2000). *The essential manager*. Aldershot: Cengage