



# Course Specification

— (Bachelor)

Course Title: **Recruitment, Selection and Appointment**

Course Code: **BAM 2773**

Program: **Human Resources Management**

Department: **Human Resources Management**

College: **Applied College In Alarda**

Institution: **Jazan University**

Version: **1**

Last Revision Date: **7<sup>th</sup> October 23**



## Table of Contents

A. General information about the course: .....	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods .....	خطأ! الإشارة المرجعية غير معرّفة.
C. Course Content .....	خطأ! الإشارة المرجعية غير معرّفة.
D. Students Assessment Activities .....	خطأ! الإشارة المرجعية غير معرّفة.
E. Learning Resources and Facilities .....	خطأ! الإشارة المرجعية غير معرّفة.
F. Assessment of Course Quality .....	خطأ! الإشارة المرجعية غير معرّفة.
G. Specification Approval .....	خطأ! الإشارة المرجعية غير معرّفة.



## A. General information about the course:

### 1. Course Identification

1. Credit hours: 3 hours

#### 2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others

B. ☐ Required ☐ Elective

3. Level/year at which this course is offered: 4<sup>th</sup> Level / 2<sup>th</sup> year

#### 4. Course general Description:

This course prepares you to effectively carry out the recruitment and selection process taking you through the stages of producing a person specification, short listing effectively against selection criteria, designing questions, structuring and conducting interviews, and making the final decision. Recruitment, Selection and Appointment policies and procedures will also be covered.

5. Pre-requirements for this course (if any):NA

6. Co-requisites for this course (if any):NA

#### 7. Course Main Objective(s):

**As the demands of modern management have continued to evolve at an increasing rate, it has become unambiguously apparent that the fate of the business depends on how successfully its Recruitment, Selection and Appointment.**

By the end of the course, participants will be able to:

- Define recruitment, list its main steps and learn the best methods and sources for attracting qualified candidates
- Practice the various techniques used for short listing and assessing candidates and the reliability and validity of each
- Discover the main types of selection interviews and when and how to use each
- Prepare and conduct a probing interview for any vacancy and level in the





organization

- Use the data collected from various assessment stages for selection purposes

## 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45 hours	100%
2	E-learning	None	None
3	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>	None	None
4	Distance learning	None	None

## 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	<b>Lectures</b>	45
2.	<b>Laboratory/Studio</b>	None
3.	<b>Field</b>	None
4.	<b>Tutorial</b>	None
5.	<b>Others (specify)</b>	None
<b>Total</b>		<b>45</b>

## B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	<b>Knowledge and understanding</b>			
1.1	<b>Define</b> the basic concepts, functions and processes of Talent	K1	Lectures Class discussions	Assignments - Mid Term exams
1.2	<b>Explain</b> relation between talent and organization.	K2	Lectures presentations	Quiz - Final Exam
2.0	<b>Skills</b>			
2.1	<b>Formulate</b> Organization	S1	Lectures Problem solving sessions	Mid Term - Final Exam





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	branding			
2.2	<b>Develop</b> different evaluation and selection process along with the onboarding and succession planning.	S2	Lectures Problem solving sessions Discussion	Final Exam
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate the ability to work effectively in teams.	V1	Group discussions Project work	Project Presentation
3.2	Demonstrate effective communication Skills and apply related technology.	V2	Presentations Group discussions	Project Presentation

## C. Course Content

No	List of Topics	Contact Hours
1.	The relation between talent and organization	8
2.	Relationship between talent and organization	8
3.	Recruitment	5
4.	Sources of Recruitment	5
5.	Interviews	5
6.	Evaluation and selection	5
7.	Onboarding	5
8.	Succession planning	4
Total		45

## D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments	All the Semester	10%





No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
2.	Quiz	All the Semester	10%
3.	Mid Term	9 <sup>th</sup> to 10 <sup>th</sup> week	20%
4.	Project presentation	14 <sup>th</sup> week	15%
5.	Attendance/Participation	All the Semester	5%
6.	Final exam	16 <sup>th</sup>	40%

\*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

## E. Learning Resources and Facilities

### 1. References and Learning Resources

Essential References	<p>a) Roberts, G. (1997). Recruitment and selection. CIPD publishing.</p> <p>b) Rothwell, William J., and H. C. Kazanas. The strategic development of talent. Human Resource Development, 2003.</p> <p>c) Mosley, R., &amp; Schmidt, L. (2017). Employer branding for dummies. John Wiley &amp; Sons.</p> <p>d) Taylor, M. A. S. (2014). Armstrongs Handbook of Human Resource Management Practice. Kogan Page Limited.</p>
Supportive References	<p>Lecture Notes</p> <p>PowerPoint slides</p>
Electronic Materials	<p>a) <a href="https://www.mol.gov.sa/">https://www.mol.gov.sa/</a></p> <p>b) <a href="http://www.saudiembassy.net/about/countryinformation/laws/Labor_and_Workmen_Law-1of4.aspx">http://www.saudiembassy.net/about/countryinformation/laws/Labor_and_Workmen_Law-1of4.aspx</a></p> <p>c) <a href="http://www.arabnews.com/">http://www.arabnews.com/</a></p> <p>d) <a href="http://www.bayt.com/en/saudi-arabia/jobs/">http://www.bayt.com/en/saudi-arabia/jobs/</a></p>
Other Learning Materials	Blackboard

### 2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture Room Blackboard
Technology equipment (projector, smart board, software)	Projector, Smart-board
Other equipment (depending on the nature of the specialty)	None





## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chairperson Peers Students	Class Observation (using Rubric) Course Evaluation Survey
Effectiveness of students assessment	Reviewer (faculty from the same department)	Reviewing the exam paper Co-signing the grades. Unified Mid-term/Final Exams
Quality of learning resources	Instructor Student	Course Report. Course Evaluation Survey
The extent to which CLOs have been achieved	Instructor Students	Direct Method (Rubrics) Indirect Method (Course Exit Survey) Course Evaluation Survey
Other	None	None

**Assessor** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

## G. Specification Approval Data

COUNCIL /COMMITTEE	COUNCIL MEETING
REFERENCE NO.	
DATE	3\06\2024

