



Course Title: Recruitment, Selection & Retention

Code:HR703

Credit Units: 3

Level: PG

L	T	P/S	SW/ FW	TOTAL CREDIT UNITS
3	0	0	0	3

Course Objectives:

This course aims to equip students with knowledge and skill in carrying out recruitment and selection duties in an organization. This course is intended to provide you with an understanding of recruitment and selection methods and processes as well as give you an opportunity to develop a critical approach to R&S. This critical approach is necessary because choosing who to employ is an important way in which employers pursue their interests in the workplace.

Prerequisites:

Orientation about Organization Behavior & HRM

Student Learning Outcomes:

- Upon successful completion of this course, students should be able to:
- Describe the importance and centrality of recruitment and selection to an organization's HR System.
- Explain the necessity and importance of establishing the reliability and validity of selection systems.
- List and explain the major legal issues surrounding recruitment and selection
- Describe the importance of job analysis in developing reliable and valid selection systems.
- Describe the importance of developing a recruitment strategy that aligns with the selection system and with organizational objectives.
- List and describe the various approaches to screening job applicants.
- Describe the role of psychological tests in selection and the legal standards that govern their use.

- List and explain the steps in developing an effective and valid selection interview.
- valid selection systems.
- Describe the importance of developing a recruitment strategy that aligns with the selection system and with organizational objectives.
- List and describe the various approaches to screening job applicants.
- Describe the role of psychological tests in selection and the legal standards that govern their use.
- List and explain the steps in developing an effective and valid selection interview.

Module I: Human Resource Planning	15%	
<ul style="list-style-type: none"> • The planning process. Indicators and trends. • Ascertaining demand and supply in human resource. • Causes of demand, forecasting techniques and human resource requirements. • Estimation of internal supply and external supply. <p>Linking human resource planning with strategic human resource management.</p>		
Module II: Job Analysis	20%	
<ul style="list-style-type: none"> • Job analysis and design. Job analysis information and use. Collection of job analysis information. • Application of job analysis information. • Factors influencing job design methods. • Job analysis techniques. Assessing job analysis methods. 		
Module III: Recruitment of Employees	25%	
<ul style="list-style-type: none"> • Recruitment Challenges • Recruitment Sources • Methods of recruitment. • Assessing recruitment methods 		•

<ul style="list-style-type: none"> Ethical issues in recruitment 		
Module IV: Selection of Employees	25%	
<ul style="list-style-type: none"> Influences on recruitment and selection Pre employment Testing Background and Reference Checks The Selection Process Ethical issues in the selection process 		
Module V: Retention Strategies for Employees	15%	
<ul style="list-style-type: none"> Assessment Devices - Retention of manpower Succession Planning Executive education- Flexi timing- Telecommuting Quality of work :Work life balance- Employee empowerment –Employee involvement –Autonomous work teams 		

Pedagogy for Course Delivery:

Classes focus on a combination of lectures and participatory dynamics. The structure of each unit would include, case study, role plays, stimulation exercises, and focus group discussion.

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100%	NA	100%

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment					End Term Examination
Components (Drop down)	Mid-Term Exam	Project	Viva	Attendance	
Weightage (%)	10%	10%	5%	5%	70%

Text:

- Gary Dessler, Varkkey, Human Resource Management, Pearson Education India

References:

- Diane Arthur, Recruiting, Interviewing, Selecting & Orienting New Employees, PHI Learning Private Limited, New Delhi
- Managing Human Resources - Arun Monappa
Strategic HRM- Agrwal, Oxford University press , New Delhi.