

Employee selection and placement

Master: ORGANIZATIONAL AND OCCUPATIONAL HEALTH PSYCHOLOGY

2nd year / 2st semester

Coordinators	Delia Virga, PhD, associate professor
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Type of discipline:	Compulsory
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Number of allocated hours	56
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Credits	8
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Short description

Overall, this course provides information about new methods and techniques in recruitment and selection process. Selection it is an important field where psychologists and occupational health professionals contribute with the goal of improving the quality of working life develop healthy employees in healthy organizations. In this course we will present and analyze empirical and theoretical studies that have set the main directions in the selection field. At first, we analyze the new roots and main reasons for the development of such a field in psychology, we will analyze main methods and put emphasis on the challenges and preoccupations that are of main concern for the researchers and practitioners in this field.

Competencies (to be developed)

- Developing a clear vision on the employee selection field that will enable to develop effective a selection strategie at the workplace
- Develop a clear understanding of how selection can contribute to organizational and employees health and performance
- Skills for critical review and thinking

Objectives

- Acquiring the knowledge of how to recruit and integrate the employees in organizations.
- Knowledge of recruiting and selection methods and tools.
- Building a strong methodological and research base for the future organizational psychologists.

Content

1
<p>Course: CURRENT TRENDS IN RECRUITING AND SELECTION Seminar: New methods in selection</p> <p>References Studer, Q. (2006). Selecting and Retaining Talent, <i>Healthcare Registration</i>, 16 (1), p. 9-10. Evers, A., Anderson, N., Voskuil, O.(2005). <i>Handbook of Personnel Selection</i>, Blackwell Publishing</p>
2
<p>Course: WORKFORCE PLANNING. RECRUITING. Seminar: Workforce planning – case study</p> <p>References Chmiel, N. (ed.). (2000). <i>Introduction to work and organizational psychology</i>, Blackwell Publishers Evers, A., Anderson, N., Voskuil, O.(2005). <i>Handbook of Personnel Selection</i>, Blackwell Publishing</p>
3
<p>Course: JOB EVALUATION. JOB DESCRIPTION. CANDIDATE PROFILE Job evaluation – examples</p> <p>References Rogelberg, S., G. (2004). <i>Handbook of Research Methods in Industrial and Organizational Psychology</i>, Blackwell Publishing</p>
4
<p>Course: METHODS IN RECRUITING AND SELECTION Seminar: Job description– example</p> <p>References Cooper, CL, Locke, EA. (2000). <i>Industrial and organizational psychology: Linking theory with practice</i>, Blackwell</p>
5
<p>Course: TECHNIQUES IN RECRUITING AND SELECTION Seminar: Candidate profile – debate, work in teams</p> <p>References Moser, K. (2005). Recruitment Sources and Post-Hire Outcomes: The Mediating Role of Unmet Expectations, <i>International Journal of Selection and Assessment</i>, 13 (3), p. 188-197.</p>

6
<p>Course: THE RECRUITING PROCESS (ADVERTISING, CV SCREENING) Seminar: Methods and techniques in recruiting– presentation and debate</p> <p>References Moser, K. (2005). Recruitment Sources and Post-Hire Outcomes: The Mediating Role of Unmet Expectations, <i>International Journal of Selection and Assessment</i>, 13 (3), p. 188-197.</p>
7
<p>Course: EMPLOYEE SELECTION PROCESS (SELECTION INTERVIEW, TESTING) Seminar: Methods and techniques in selection - presentation and debate</p> <p>References Spector, P.E. (2000) . <i>Industrial and organizational psychology. Research and practice</i>, New-York: John Wiley & Sons</p>
8
<p>Course: : EMPLOYEE SELECTION PROCESS (DECISION MAKING IN SELECTION) Seminar: Methods and techniques in selection - presentation and debate</p> <p>References Anderson, N., Ones, D., Sinangil, H., Viswesvaran, C. (eds). (2001). <i>International handbook of industrial, work and organizational psychology</i>, Sage</p>
9
<p>Course: THE SELECTION INTERVIEW - TYPES Seminar : The selection interview – role play</p> <p>References Messmer, M. (2005). Avoiding Today’s Top Hiring Mistakes, <i>Strategic Finance</i>, p. 14</p>
10
<p>Course: EVALUATION ERRORS IN SELECTION Seminar : The selection interview – role play</p> <p>References Evers, A., Anderson, N., Voskuil, O.(2005). <i>Handbook of Personnel Selection</i>, Blackwell Publishing</p>
11
<p>Course: MATCHING THE EMPLOYEE WITH THE JOB OR WITH THE ORGANIZATION? Seminar: The design of a recruiting plan for a specific position – work in teams, presentation</p> <p>References Rogelberg, S., G. (2004). <i>Handbook of Research Methods in Industrial and Organizational Psychology</i>, Blackwell Publishing</p>
12
<p>Course: PSYCHOLOGICAL CONTRACT Seminar: Psychological contract – case study and debate</p>

References

Othman, R., Arshad, R., Hashim, N.A., Rosmah, M.I. (2005). Psychological Contract Violation and Organizational Citizenship Behavior, *Gadjah Mada International Journal of Business*, 7 (3), p. 325-349.

13

Course: INDUCTION AND INTEGRATION

Seminar: Induction in organization : the induction plan – work on teams

References

Anderson, N., Ones, D., Sinangil, H., Viswesvaran, C. (eds). (2001). *International handbook of industrial, work and organizational psychology*, Sage

14

Course: THE RECRUITER RELATIONSHIP WITH THE INTERNAL /EXTERNAL CLIENTS

Seminar: Exercises

References

Spector, P.E. (2000) . *Industrial and organizational psychology. Research and practice*, New-York: John Wiley & Sons

Evaluation

1. *Class participation* – you will be expected to come prepared to class and ready to discuss the indicated readings. Each student will coordinate one group discussion during seminars (3 points)
2. *Written exam*. You will be given 8 questions related to the topics discussed and you will choose 6 of them for giving a response (6 points)

Re-evaluation

1. Written exam
1. Individual project

The same evaluation method will be maintained for each evaluation session.

ATTENDANCE

Is required for 10 out of 14 courses/seminars.

Contact:

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