

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
HRM 211S STAFFING THE ORGANIZATION
3 CREDIT HOURS

COURSE DESCRIPTION

In-depth study of recruitment strategies, legal and regulatory factors, equal opportunity laws, selection process, career planning and organizational exit. Prerequisite: HRM 110S.

COURSE GOALS

The student will:

1. Perform a job analysis
2. Explain affirmative action, sexual harassment and Equal Employment Opportunity Commission (EEOC) compliance.
3. Describe the steps in the human resource planning (HRP) process.
4. Describe the advantages and disadvantages of both internal and external recruiting methods.
5. Structure and perform an interview.
6. Outline and describe categories of tests used in the selection process.
7. Outline the steps in the selection process.
8. Identify the strategic activities for employee development.
9. Describe the process of managing the way a person leaves an organization.

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Job Analysis
2. Equal Employment Opportunity Laws
3. Human Resource Planning (HRP)
4. Recruiting
5. Interviewing
6. Testing
7. Selection Process
8. Career Planning and Development
9. Organizational Exit