

Staff selection techniques (21806)

Cours: 2014-15

Degree awarded: Degree in Labour Relations

Academic year: 3

Term: 1

Number of ECTS credits: 4

Student hours: 90

Syllabus

This subject presents a full structured model for the staff recruitment and selection process, which is useful for individuals who are starting out in the staff selection field, in a simple and practical way.

Activities include analysing all the stages in the staff selection procedure, reviewing the most tried and tested selection procedures which are accessible to the majority of companies, and studying the techniques which are most applicable to a wide variety of jobs, irrespective of their place on the hierarchical scale. The subject's philosophy is based on the point of view that the attention paid to candidates should not differ in consideration of the individual – all candidates deserve to be treated with respect - but that at least one common denominator technique should be applied to all: the interview.

Selection interviews are treated as the staff selection process tool par excellence. Students learn how to handle them and the different interviewing techniques for obtaining the maximum information from candidates in a way that is both effective and appropriate for the job description so that the best candidate is recruited.

Finally, students learn that the selection process does not end when a candidate is chosen, but that new staff have to be incorporated into the company in a motivating and facilitative manner by means of a professional welcome plan.

The main aim is to learn and understand the complete staff selection and recruitment process in companies, acquiring professional criteria and applying the most effective techniques. The use and importance of selection interviews is emphasised.

Students have to read the compulsory texts beforehand, prepare different cases and role-plays and participate in class discussions. Finding additional information and applying what has been learnt to specific cases is positively valued.

Topic 1. Recruitment and selection policy: the additive function in companies.
Basic aims.

Topic 2. Planning and recruitment problems.

Topic 3. External recruitment/selection: sources of external recruitment

Topic 4. General description of the selection process: stages in the selection process

Topic 5. Staff selection techniques

Topic 6. Selection interviews

Topic 7. Incorporating, welcoming and supervising new staff