

**HR 63 Course Outline as of Fall 2021****CATALOG INFORMATION**

Dept and Nbr: HR 63 Title: HR HIRING PROCESS

Full Title: Human Resource Hiring Process

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: HR 65.1

**Catalog Description:**

This course covers the fundamental role of Human Resources (HR) in the hiring process in California. Content covers techniques for attracting and identifying qualified applicants and interviewing and selecting the best candidate to meet organizational needs. Emphasis is on legal compliance and best practices in the hiring process.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course covers the fundamental role of Human Resources (HR) in the hiring process in California. Content covers techniques for attracting and identifying qualified applicants and interviewing and selecting the best candidate to meet organizational needs. Emphasis is on legal compliance and best practices in the hiring process. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1991	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Demonstrate an understanding of the Human Resources professional's responsibilities in the hiring and placement process.
2. Source, recruit, evaluate, and select qualified candidates who will contribute to the employer's business objectives.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Identify and develop recruitment techniques that match the needs of the organization.
2. Identify and analyze how to avoid the most common legal violations in recruiting, interviewing, and hiring.
3. Develop behavior-based interview questions that will elicit the information from the candidate necessary to determine qualifications and suitability for the job.
4. Develop and conduct an effective employment interview.
5. Describe the HR professional's continuing responsibilities after the new employee is hired.

### **Topics and Scope:**

- I. Key Legislation Impacting Hiring
  - A. Employee Rights Privacy and Consumer Protection
  - B. EEO(Equal Employment Opportunity)/Affirmative Action
  - C. Discrimination and harassment
- II. Determining Organizational Staffing Needs
  - A. Staffing strategy

## B. Staffing time timetable

### III. Determining Required and Desired Applicant Competencies

#### A. Job analysis

1. Job description
2. Job specifications

#### B. Sourcing Qualified Candidates

### IV. Recruitment

#### A. Objectives and selection criteria

#### B. Methods and sources

#### C. Employment branding

#### D. Recruitment effectiveness

#### E. International

### V. Selection

#### A. Analyzing applications and resumes

#### B. Types of Interviews

#### C. Behavioral Interviewing

#### D. Testing and background checks

#### E. Offers

### VI. Orientation and Training

#### A. HR's Role

#### B. Documentation

#### C. Company Socialization (Onboarding)

### Assignment:

1. Develop and present 5 to 10 behavior-based interview questions.
2. Create a 500 word (target) job description that features the following elements: Job summary, Job Responsibilities, Qualifications and Physical Requirements.
3. Create a 500 word (target) job advertisement that features all the elements of an effective ad including: Job function, job requirements, legal compliance statements, and employee branding.
4. Conduct an interview in a group setting.
5. Participate in small group discussions on assigned topics and present conclusions to class.
6. Prepare for and successfully pass 2-4 class quizzes.
7. Complete a sample Notice to Employee Form (from a template)
8. Assigned course reading

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Job Description Report; Job Advertisement Report
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Writing 15 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Behavioral Interviewing Questions

Problem solving  
20 - 25%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class discussion & Interview Exercise; Sample notice to Employee Form

Skill Demonstrations  
30 - 35%

**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes

Exams  
15 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Class attendance and participation in discussions of legal issues in hiring, recruitment, selection and branding

Other Category  
10 - 10%

**Representative Textbooks and Materials:**  
Instructor prepared materials.