HR 65.1 Course Outline as of Fall 1998

CATALOG INFORMATION

Dept and Nbr: HR 65.1   Title: THE HIRING PROCESS
Full Title: The Hiring Process
Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	8.00	2	Lecture Scheduled	16.00
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	16.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 32.00   Total Student Learning Hours: 48.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BMG 65.1

Catalog Description:
The most common factors that all successful organizations have are their ability to hire the talent they need to keep their company ahead of the competition. This process of finding and obtaining good people is quite complex. This course will provide participants with extensive background and practice in completing the hiring process successfully.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: How does a company legally hire the best applicant? Details on reducing chances of illegal interviewing during recruiting & exit interviews. (P/NP Only)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area** Effective: Inactive:
CSU GE: **Transfer Area** Effective: Inactive:

IGETC: **Transfer Area** Effective: Inactive:

CSU Transfer: Transferable   Effective: Spring 1991   Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
Participants will be able to:
1. list the characteristics their organization seeks in successful candidates;
2. state the hiring process sequence;
3. identify the employment laws most commonly violated in the recruiting process;
4. develop at least ten behavior based interview questions;
5. practice an interview;
6. list the recruiter's responsibilities on the new employee's first day;
7. identify the recruiter's responsibilities when employees receive discipline.

Topics and Scope:

This course will detail employment law, current hiring practices, sources to fill your applicant pool, proper interviewing techniques, and the extensive information and documentation that must be provided new employees. Participants will conclude with understanding the recruiter's role in the discipline process.

Assignment:

Participants will develop at least ten behavior based interview questions and plan an interview from the recruiters standpoint.

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.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Exams

Problem solving
15 - 50%

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

Class performances

Skill Demonstrations
30 - 60%

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

Multiple choice, True/false, Matching items

Exams
5 - 20%

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

ATTENDANCE

Other Category
15 - 50%

Representative Textbooks and Materials:
Instructor will provide participants with current legal opinions on employment law and appropriate exercise materials.