

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:
Fundamentals of the role of Human Resources in the hiring process in California. Content covers techniques for locating qualified, interviewing, and matching applicants to the organizational needs. Emphasis is on legal compliance and best practices for the hiring process.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Fundamentals of the role of Human Resources in the hiring process in California. Content covers techniques for locating qualified, interviewing, and matching applicants to the organizational needs. Emphasis is on legal compliance and best practices for the hiring process. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100

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:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will 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. Determining the organization's staffing needs.

- A. The importance of the staffing strategy.
- B. Creating a hiring timetable.

II. Determining required and desired applicant competencies.

- A. The job analysis.
 1. Job description
 2. Job specification
- B. Sources of qualified applicants.

III. Applicant screening.

- A. The role of the compliance officer.
- B. Eliminating applicants that do not meet job specifications.

- C. Contacting job candidates for initial interviews.
- D. Applications and resumes.

IV. Conducting interviews.

- A. Job discrimination and the legal environment.
- B. Behavior-based interviewing.
- C. Effective interviewing techniques.
- D. Documenting the interview process.

V. Job-based testing.

- A. Skills testing.
- B. Psychological and behavioral testing.
- C. Legal limitations.

VI. Reference checking.

VII. The job offer.

VIII. Orientation and training.

- A. Providing the new employee with proper documentation and information.
- B. Common types of new employee training.

IX. The recruiter's role in the discipline process.

- A. Conducting an exit interview.
- B. Evaluating the exit interview.

Assignment:

1. Develop at least ten behavior-based interview questions.
2. Conduct an interview in a group setting.
3. Participate in class discussion highlighting unlawful questions.
4. Participate in small group discussions on employee relations and present conclusions to the class.
5. Write a 1000-word paper on the ten major recruiting steps.
6. Read a total of 200 pages for the course.

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.

Write a 1000-word paper on the major recruiting steps.
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Writing 15 - 20%

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

Develop ten legally compliant and effective behavior-based interview questions.

Problem solving
25 - 30%

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

Participate in small group discussion on recruitment, interviewing, and hiring.
Conduct an interview in class.

Skill Demonstrations
35 - 40%

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

Objective exams (multiple choice, true/false) that may include short answer questions.

Exams
10 - 15%

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

Participation in class discussion on questions of legal issues in recruiting, interviewing, and hiring.

Other Category
10 - 15%

Representative Textbooks and Materials:

Hiring Success: The Art and Science of Staffing Assessment and Employee Selection (Pfeiffer Essential Resources for Training and HR Professionals), Stephen Hunt, Pfeiffer, 2007.

Instructor prepared materials.