

**HR 63 Course Outline as of Fall 2015****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 in the hiring process in California. Content covers techniques for attracting and identifying qualified applicants and interviewing and selecting the best candidate to meet the 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

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

Description: This course covers the fundamental role of Human Resources in the hiring process in California. Content covers techniques for attracting and identifying qualified applicants and interviewing and selecting the best candidate to meet the 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  
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>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<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:**

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. 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 (On Boarding)

### Assignment:

1. Develop and present at least ten behavior based interview questions.
2. Create a 500 word (target) job advertisements that features all the elements of an effective ad including: Job function, job requirements and employee branding.
3. Conduct an interview in a group setting.
4. Participate in small group discussions on assigned topics and present conclusions to class.
5. Prepare for and successfully pass 2-4 class quizzes.
6. 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 Advertisement/Branding
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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
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Problem solving 20 - 25%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class discussion and Interview in group setting

Skill Demonstrations  
30 - 35%

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

Two to four multiple choice 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:**

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

Instructor prepared materials.