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<i>Office:</i>	PAS 3017, 888-4567 ext 5333
<i>Office Hours:</i>	Monday, 12:30 a.m. - 2:00 p.m.
<i>Class Meetings:</i>	Monday, 6:30 - 9:20 p.m. in PAS 2083
<i>Required Text:</i>	Catano, V. M., Wiesner, W. H., Hackett, R. D., & Methot, L. L. (2005). <u>Recruitment and selection in Canada</u> (3 <sup>rd</sup> Ed.). Toronto ON: Thomson Nelson.
<i>Teaching Assistants:</i>	TBA

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### Course Objectives

This course will introduce you to the major theories and practices in the field of Personnel Psychology. As well, you will be exposed to many of the social and political issues involved in the recruitment, selection, and training of employees. Finally, you may also gain personal insight that will enhance your own employment opportunities.

### Course Requirements and Value

Assignment:	30%
Midterm Exam:	30%
Final Exam:	40%

### Examinations

Both exams will consist of multiple-choice and written questions. The multiple-choice items will emphasize textbook material while the written items will emphasize lecture material or require a synthesis of lecture and textbook material. The midterm exam will be held during class time (6:30 to 7:50 p.m.) on Monday, June 26 and will cover chapters 1 to 6 in the textbook and lecture material up to and including the class of June 19. The final exam will be 2 hours and will cover lecture material from the entire course and chapters 7 to 10 in the textbook. See the "Overview of Exams" for more details.

### Term Assignments

See the "Term Assignments" for details.

### Additional Notes

Note for students with disabilities: *The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term."*

Note on avoidance of academic offenses: *"All students registered in the courses of the Faculty of Arts are expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their actions. When the commission of an offence is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offences and types of penalties, students are directed to consult the summary of Policy #71 which is supplied in the Undergraduate Calendar (section 1; on the Web at [www.adm.uwaterloo.ca/infousec/Policies/policy71.htm](http://www.adm.uwaterloo.ca/infousec/Policies/policy71.htm)). If you need help in learning what constitutes an academic offence; how to avoid offences such as plagiarism, cheating, and double submission; how to follow appropriate rules with respect to "group work" and collaboration; or if you need clarification of aspects of the discipline policy, ask your TA and/or your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the*

*Undergraduate Associate Dean.”*

“Avoiding Academic Offences” ([http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)).

*“Students who believe that they have been wrongfully or unjustly penalized have the right to grieve; refer to Policy #70, Student Grievance, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>.”*

## COURSE SCHEDULE

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Week of	Topic	Readings
May 7	Introduction to personnel psychology	Chpt 1
May 14	Measurement	Chpt 2
May 21	<i>Victoria Day: No Class</i>	
May 28	Legal issues <i>(Assignment 1 presentation)</i>	Chpt 3
June 4	Job analysis	Chpt 4
June 11	Performance appraisal <b>Assignment 1 due</b>	Chpt 5
June 18	Recruitment <i>(Assignment 2 presentation)</i>	Chpt 6
June 25	<b>MIDTERM EXAM (Chpt 1 - 6) 6:30 - 7:50</b>	
June 25	Screening & Selection	Chpt 7
July 2	<i>Canada Day: No Class</i>	
July 9	Testing <b>Assignment 2 due</b>	Chpt 8
July 16	Interviewing	Chpt 9
July 23	Decision making	Chpt 10

***Final Exam Period: August 2 - 15***

**Do NOT make any travel or vacation plans during this time!**

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## OVERVIEW OF EXAMS

TOPIC & READINGS	Midterm		Final		
	Multiple Choice	Written Questions	Multiple Choice	Written Questions	
Introduction Chpt 1	2	?		?	
Measurement Chpt 2	2	?		?	
Legal Issues Chpt 3	2	?		?	
Job Analysis Chpt 4	3	?		?	
Performance Appraisal Chpt 5	3	?		?	
Recruitment Chpt 6	3	?		3	?
Screening & Selection Chpt 7				3	?
Testing Chpt 8				3	?
Interviewing Chpt 9				3	?
Decision Making Chpt 10				3	?

<b>TOTAL ITEMS</b>	15	A: 2 of 3 B: 1 of 2	15	A: 1 of 2 B: 2 of 3
<b>VALUE OF EACH ITEM</b>	1	5	1	A: 5 B: 10
<b>TOTAL VALUE</b>	15	15	15	25
<b>DATE</b>	Jun 22		Aug 2 - 15	
<b>TIME</b>	6:30 - 7:50		TBA	
<b>DURATION</b>	80 minutes		2 hours	

*Bring a pencil and a calculator to the exams.*

## TERM ASSIGNMENTS

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### Objectives

The purpose of the term assignments is twofold. First, they will give you the opportunity to apply several aspects of the course to your personal career goals. Second, they may provide valuable insights that could be advantageous in realizing your ambitions.

### Format and Value

There are two term assignments worth a total of 30% of your final grade in the course. Each assignment will be evaluated on the basis of successfully applying the course material to the project. More details descriptions are provided on the next page and a Teaching Assistant will be in class 3 weeks prior to the due date to provide more explicit instructions.

### Deadlines

Assignment	Marks	Due Date
1. Job Analysis	15	June 11
2. Job Performance	15	July 9

### Late Submissions

Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 6 on a submission and it is two days late, then you will receive a grade of 4.

### General Instructions

**Are there any format instructions I should know about?** You MUST conform to the following format rules:

- 1) Your paper MUST be machine printed (i.e., typewriter or computer printer).
- 2) The body of your paper MUST be double-spaced with 1" margins all around.
- 3) Your text MUST be in 11 or 12 point font. Please avoid italicized or script fonts as these are very difficult and aggravating to read. This text, for example, is 11-point Arial.
- 4) You MUST NOT use any fancy covers or binders. These do not enhance the quality of your paper and they are an irritating obstruction when reading and a horrific nuisance when marking. A SIMPLE STAPLE WILL DO!

**What about spelling, grammar, and writing style — does it matter?** YES IT DOES! As univsitie students what are tops of the intelligence world you must can be espected to knows how to rite hows to spel and use commas etc and other punktuatushions etc that is esential parts of cummunicating good and not drivimg yous reeder battty. Good ideas require good writing. Bad writing makes all ideas bad; including good ones. If you do not care about your work, why should your reader? Proofread your work and use the speller and grammar features in the word processing programs. For example, my spell-checker found twelve misspelled words and my grammar-check identified nine grammatical errors in this paragraph.

## Descriptions of the Assignments

### 1. Job Analysis

*Value: 15 marks*

This assignment is designed to give you experience with preparing and conducting a job analysis. It is recommended that you use your desired occupation for this exercise. There are 3 elements to the assignment:

1. Gather job-related information using the NOC and O\*NET (see pp. 121-123).
2. Evaluate 3 structured job analysis questionnaires (PAQ, CMQ, and WPS) that you might use (see pp. 131-135).
3. Generate 5 critical incidents related to job performance (see pp. 137 and 195). This method will be covered in class and the critical incidents you create will be used in assignment 2.

The finished assignment will be about 5 pages.

Your assignment will be evaluated on the fulfilment of 3 criteria: 1) Successful application of course material; 2) clear evidence of academic effort; and 3) professional presentation including format, grammar, and overall appearance.

Complete details will be presented at the start of class on May 28.

**Due Date:** *June 11, 6:30 p.m.*

### 2. Job Performance

*Value: 15 marks*

This assignment is designed to give you experience in evaluating job performance. You must use the same occupation that analyzed in assignment 1. There are 3 elements to the assignment:

1. Using Campbell's multidimensional model (see pp. 171-175), identify and explain the proficiencies involved in each of the 5 critical incidents you created in assignment 1.
2. Select one of the critical incidents that involves both job task behaviours and contextual behaviours. Create a BOS and a BARS (see pp. 196-200) for a job task behaviour and for a contextual behaviour.
3. Evaluate the effectiveness of the BOS and BARS for your occupation (i.e., which one would you prefer to use, and why).

The finished assignment will be about 5 pages.

Your assignment will be evaluated on the fulfilment of 3 criteria: 1) Successful application of course material; 2) clear evidence of academic effort; and 3) professional presentation including format, grammar, and overall appearance.

Complete details will be presented at the start of class on June 18

**Due Date:** *July 9, 6:30 p.m.*