

Instructor: Richard Ennis
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Office: PAS 3017
 888-4567 ext 5333
Office Hours: Monday, 2:30 - 4:00
Class Meetings: Monday, 6:30 - 9:20 p.m.
 PAS 2083
Required Text: Catano, V. M., Wiesner, W. H., Hackett, R. D., & Methot, L. L. (2005).
Recruitment and selection in Canada (3rd Ed.). Toronto ON: Thomson Nelson.
Teaching Assistants: Mehrdad Derayeh Mark George
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 Wednesday, 12:30 - 2:00
 PAS 4026

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

Assignments:	30%
Midterm Exam:	30%
Final Exam:	40%

Examinations

Both exams will consist of multiple-choice and written questions. The midterm exam will be held during class time (6:30 to 7:50 p.m.) on Monday, June 27 and will cover material up to that point. The final exam will be 2 hours and will cover lecture material from the entire course and textbook material following the midterm.

Term Assignments

See the attached "Term Assignments" for complete 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 an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 on page 1:10 of the 2003/2004 Undergraduate Calendar http://www.adm.uwaterloo.ca/info/ucal/UW/policy_71.html

If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, see the Arts Faculty Web pager: [pager:http://watarts.uwaterloo.ca/~sager/plagiarism.html](http://watarts.uwaterloo.ca/~sager/plagiarism.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/info/ucal/UW/policy_70.html

COURSE SCHEDULE

Week of	Topic	Readings
May 2	Introduction to personnel psychology	Chpt 1
May 9	Legal issues	Chpt 3
May 16	Measurement	Chpt 2
May 23	<i>Victoria Day: No Class</i>	
May 30	Job analysis	Chpt 4
June 6	Performance appraisal Assignment 1 due	Chpt 5
June 13	Performance appraisal	Chpt 5
June 20	Recruitment	Chpt 6
June 27	Screening & Selection	Chpt 7
June 27	MIDTERM EXAM (Chpt 1 - 6)	
July 4	Screening & Selection	Chpt 7
July 11	Testing Assignment 2 due	Chpt 8
July 18	Interviewing	Chpt 9
July 25	Decision making	Chpt 10
Final Exam Period: August 2 - 13		
Do NOT make any travel or vacation plans during this time!		

TERM ASSIGNMENTS

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 the TA's 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 6
2. Testing	15	July 11

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 driving yous reeder batty. 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

Use the O*NET website to prepare a job analysis for your future occupation. Also check out a similar Canadian website, the NOC site. The links are provided on the course Angel website.

Based on the job analysis, prepare a brief outline for conducting a job analysis interview for someone in your desired occupation. The relevant material is in lecture and Chapter 4, pp 123-125. "The interview should be well planned and carefully conducted" (p. 123). Your task is to do the planning and consider how you would conduct the interview. Identify who you would interview and explain why. Follow the 7 guidelines/criteria provided on p. 124. Describe how you would perform each of these guidelines. You do not have to be too detailed but you should provide enough information to clearly indicate that you are "well planned." You should provide some example statements or questions for criteria 4, 5, and 7.

The finished assignment will probably 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.

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

2. Testing

Value: 15 marks

Visit the "iQuizzes" website. The link is provided on the course Angel website. Complete the Career Quizzes and the Learning Style quizzes. Note there is no charge for this but you will have to register to obtain the results.

Relate these quizzes to the Job Analysis completed in Assignment 1. Would you recommend using any of these tests? Speak to the validity of the tests based on your results. Did they capture any KSAO's? Did they identify you as a match for your future profession?

The finished assignment will probably 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.

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