

Instructor: Richard Ennis
Office: PAS 3017
519-888-4567 ext 35333
Office Hours: Tuesday, 10:30 - 12:00
Class Meetings: Tuesday & Thursday, 8:30 - 9:50 a.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.). Scarborough ON: Nelson
Thompson Learning.
Teaching Assistants: To be announced

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

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

Examinations

Both exams will consist of multiple-choice, short-answer, and written questions. The multiple-choice items will focus on textbook material while the written items will require a synthesis of lecture and textbook material. The midterm exam will be held during class time (8:30 to 9:50 a.m.) on Thursday, February 15 and will cover material up to and including the class of February 8. The final exam will be 2 hours and will cover lecture material from the entire course and textbook material not tested on the midterm.

Term Assignment

See the attached "Term Assignment" 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 2006/2007 Undergraduate Calendar

http://www.adm.uwaterloo.ca/infoucal/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 page :

<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/infoucal/UW/policy_70.html

COURSE SCHEDULE

| Week of | Topic | Readings |
|----------------------------------------------------------------------------|---------------------------------------------|-----------------|
| Jan 4 | Introduction to personnel psychology | Chpt 1 |
| Jan 9 & 11 | Measurement | Chpt 2 |
| Jan 16 & 18 | Legal issues | Chpt 3 |
| Jan 23 & 25 | Job analysis | Chpt 4 |
| Jan 30 & Feb 1 | Performance appraisal | Chpt 5 |
| Feb 1 | Assignment One due | |
| Feb 6 & 8 | Performance appraisal | Chpt 5 |
| Feb 13 & 15 | Recruitment | Chpt 6 |
| Feb 15 | MIDTERM EXAM (all material to Feb 8) | |
| <i>Feb 19 - 23</i> | <i>Reading Week</i> | |
| Feb 27 & Mar 1 | Screening | Chpt 7 |
| Mar 6 & 8 | Selection | Chpt 7 |
| Mar 8 | Assignment Two due | |
| Mar 13 & 15 | Testing | Chpt 8 |
| Mar 20 & 23 | Interviewing | Chpt 9 |
| Mar 27, 29, Apr 3 | Decision making | Chpt 10 |
| Final Exam Period: April 9 - 21 | | |
| Do NOT make any travel plans or other commitments during this time! | | |

TERM ASSIGNMENT: JOB PORTFOLIO

Objectives

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

Format and Value

The term assignment will consist of 2 components worth a total of 30% of your final grade in the course. Each component will be evaluated on the basis of successfully applying the course material to the project.

Deadlines

| Component | Marks | Due Date |
|--------------------------------|-------|----------|
| 1. Job Analysis Interview | 15 | Feb 1 |
| 2. Measures of Job Performance | 15 | Mar 8 |

Late Submissions

Late submissions will be penalized one (1) mark for each week day late. For example, if you receive a grade of 9 on a submission and it is two days late, then you will receive a grade of 7.

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 university students who are tops of the intelligence world you must be expected to know how to write, how to spell, and use commas, etc. and other punctuation, etc. that is essential parts of communicating good and not driving your reader 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.

The Job Portfolio Components

1. Job Analysis Interview

Value: 15 marks

After we have completed the material in chapter 4, prepare a brief outline for conducting a job analysis interview for someone in your desired occupation. Note that you may have to investigate the occupation in order to complete this element.

The relevant material is in lecture and Chapter 4 pp 123-125. "The interview should be well planned and carefully conducted" (p. 137). 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.

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: *February 1, 8:30 a.m.*

2. Measures of Job Performance

Value: 15 marks

After we have completed the material in chapter 5, design some objective measures of job performance for your desired occupation. As a guide, you may want to use the example in Box 5.2 (p. 187) of the text. Design BARS or BOS scales. The relevant material is in pp. 196-200. Table 5.3 (p. 199) is a good example of what is required. Adapt it to your preferred job and that's basically all you need.

Add a paragraph or two explaining why you selected the specific behaviours (i.e., how they are relevant to the job; why they are BFOR's). The finished assignment will probably be 2-3 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: *March 8, 8:30 a.m.*