



HRMT19014 Human Resources Planning, Recruitment & Selection

Term 2 - 2020

Profile information current as at 25/04/2024 08:48 am

All details in this unit profile for HRMT19014 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

In the dynamic business and employment environment, it is critical that Human Resource (HR) practitioners understand how to assist organisations to attract and retain talented people. This unit will provide you with an overview of the functions of human resource planning, recruitment and selection, including the associated legal and ethical issues. You will learn how to plan for an organisation's future staffing needs, how to identify methods to attract, recruit and select employees, and how to use HR information systems and HR analytics to support business strategy.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Prerequisite: HRMT11011

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 2 - 2020

- Melbourne
- Online
- Rockhampton
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**

Weighting: 20%

2. **Portfolio**

Weighting: 45%

3. **Presentation**

Weighting: 35%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student Voice survey

Feedback

A three hour weekly class is sufficient time to cover the weekly material. A two hour weekly class is not sufficient to cover the material required.

Recommendation

The policy is that the number of class hours are determined by the number of students enrolled in the unit at each location and is beyond the control of the unit coordinator. However, the learning quality will be consistent across all cohorts of students irrespective of the number of face-to-face hours (e.g. Having a fewer students will provide more direct contact opportunities with the tutor).

Feedback from Student Voice survey

Feedback

Examples of good assignments should be provided for the assessments

Recommendation

Where appropriate assessment exemplars will be provided to assist students.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
2. Examine and justify effective job design and job analysis techniques as they relate to devising plans for future staffing needs
3. Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
4. Effectively manage the key issues in attracting and retaining talented people
5. Investigate HR information systems and analytics used in organisations.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks | Learning Outcomes | | | | |
|----------------------------|-------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1 - Online Quiz(zes) - 20% | • | | • | | • |
| 2 - Portfolio - 45% | • | | • | • | |
| 3 - Presentation - 35% | • | • | | • | |

Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes | Learning Outcomes | | | | |
|---|-------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1 - Communication | • | • | • | • | • |
| 2 - Problem Solving | • | • | • | • | • |
| 3 - Critical Thinking | • | • | • | • | • |
| 4 - Information Literacy | • | • | • | • | • |
| 5 - Team Work | • | • | • | • | • |
| 6 - Information Technology Competence | • | • | • | • | • |
| 7 - Cross Cultural Competence | • | • | • | • | • |
| 8 - Ethical practice | • | • | • | • | • |
| 9 - Social Innovation | | | | | |
| 10 - Aboriginal and Torres Strait Islander Cultures | | | | | |

Alignment of Assessment Tasks to Graduate Attributes

| Assessment Tasks | Graduate Attributes | | | | | | | | | |
|----------------------------|---------------------|---|---|---|---|---|---|---|---|----|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 - Online Quiz(zes) - 20% | | • | • | | | | • | • | | |
| 2 - Portfolio - 45% | • | • | • | • | | • | • | • | | |
| 3 - Presentation - 35% | • | • | • | • | | • | • | • | | |

Textbooks and Resources

Textbooks

HRMT19014

Supplementary

Effective Recruitment and Selection Practices

Edition: 6th (2014)

Authors: Robert-Leigh Compton, Bill Morrissey, Alan Nankervis

CCH Australia Limited

Sydney , NSW , Australia

ISBN: 9781925159035

Binding: eBook

Additional Textbook Information

If you prefer to study with a paper copy, they are available at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code). eBooks are available at the publisher's website.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Tim Whan Unit Coordinator

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Amlan Haque Unit Coordinator

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Schedule

Week 1 - 13 Jul 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|--|------------------------------|
| Significance of Recruitment & Selection and Human Resource Planning | Reading material in the unit Moodle site | |

Week 2 - 20 Jul 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|-------------------------|--|------------------------------|
| The Recruitment Process | Reading material in the unit Moodle site | |

Week 3 - 27 Jul 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

| | | |
|------------------------------|--|---|
| Legislation and Legal Issues | Reading material in the unit Moodle site | Assessment 1 - Quiz 1 Closes on Sunday, 9 August 2020 @ 11.45 p.m. AEST |
|------------------------------|--|---|

Week 4 - 03 Aug 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|--|------------------------------|
| Job Analysis, Competency Profiling, and Selection Criteria Development | Reading material in the unit Moodle site | |

Week 5 - 10 Aug 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|----------------------------|--|--|
| Attracting the Best Talent | Reading material in the unit Moodle site | Assessment 1 - Quiz 2 Closes on Sunday, 16 August 2020 @ 11.45 p.m. AEST |

Vacation Week - 17 Aug 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
| | | |

Week 6 - 24 Aug 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|-----------------------|--|------------------------------|
| Interview Preparation | Reading material in the unit Moodle site | |

Week 7 - 31 Aug 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|--|---|
| The Conduct and Assessment of the Selection Interview | Reading material in the unit Moodle site | Assessment 1 - Quiz 3 Closes on Sunday, 13 September 2020 @ 11.45 p.m. AEST |

Week 8 - 07 Sep 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------------------------|--|---|
| Contemporary Selection Methods | Reading material in the unit Moodle site | Assessment 2 Due: Week 8 Friday (11 Sept 2020) 11:45 pm AEST |

Week 9 - 14 Sep 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------------------------------|--|------------------------------|
| The Selection Decision and Contracts | Reading material in the unit Moodle site | |

Week 10 - 21 Sep 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|--|------------------------------|
| Evaluation of Recruitment and Selection | Reading material in the unit Moodle site | |

Week 11 - 28 Sep 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|--|------------------------------|
| Human Resource Management Information Systems | Reading material in the unit Moodle site | |

Week 12 - 05 Oct 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|----------------------------|--|--|
| International Perspectives | Reading material in the unit Moodle site | Assessment 3 Due: Week 12 Friday (9 Oct 2020) 11:45 pm AEST |

Review/Exam Week - 12 Oct 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
| | | |

Exam Week - 19 Oct 2020

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
| | | |

Assessment Tasks

1 Assessment 1

Assessment Type

Online Quiz(zes)

Task Description

Students are to complete **three (3) online quizzes**. Only the top two scores will be considered toward the final Assessment 1 score.

These will be conducted during **Weeks 3, 5, and 7** and are accessible through the 'Assessment Block' of the unit Moodle site.

Online quizzes **open on Monday at 8.00 a.m. of the respective week** and **close on Sunday at 11.45 p.m.** of the same week.

You may attempt each quiz once only. You may complete 10 questions in each quiz in a single 20 minute period.

There are no alternatives to online quizzes. No extensions are allowed for quizzes.

Quizzes will cover learning material from selected weeks as indicated below;

- **Quiz 1** - will cover material from **Weeks 1 and 2**
- **Quiz 2** - will cover material from **Weeks 3 and 4**
- **Quiz 3** - will cover material from **Weeks 5 and 6**

Number of Quizzes

3

Frequency of Quizzes

Other

Assessment Due Date

Quizzes can only be completed through the unit Moodle site

Return Date to Students

Results will be shown in the unit Moodle site

Weighting

20%

Assessment Criteria

A correct answer will receive full marks and an incorrect answer will not attract negative marks.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
- Investigate HR information systems and analytics used in organisations.

Graduate Attributes

- Problem Solving
- Critical Thinking
- Cross Cultural Competence
- Ethical practice

2 Assessment 2

Assessment Type

Portfolio

Task Description

This assessment requires students to prepare a portfolio. A portfolio can be seen as both a product and a process:

- As a product, it holds the work records and documents you have produced during the course, and represents an edited collection of your learning achievements.
- As a process, it enables you to monitor your own learning systematically, reflect on your learning performance, present a coherent account of your achievements, and obtain feedback on your learning.

This individual assessment task should be 1500 words (+/- 10%) and accounts for 45% of the marks for this unit. The portfolio comprises **six (6) parts**.

- Part 1 - Short Answer Question (600 words) - Significance of Recruitment and Selection - Critically discuss the significance of recruitment and selection to organisations today.
- Part 2 - Position Description (300 words) - Interview a person known to you who is employed as a graduate employee and based on the analysis for his/her current job role prepare a position description.
- Part 3 - Resume (300 words) - Assuming that you will soon graduate from CQUniversity, prepare your resume to apply for a "HR Recruitment Consultant" or similar recruitment position recently advertised on www.seek.com.au. You must search for an actual job advertisement. You may use a preferred resume format.
- Part 4 - Resume self reflection (300 words) - Justify your choice of resume format used in Part 3 above.
- Part 5 - References (not included in the word count) - Integrate a minimum of eight (8) peer reviewed scholarly references. These references are to back up your analysis provided in Part 1 and Part 4.
- Part 6 - Appendices (not included in the word count) - You should include the following appendices; (a) interview questions and responses used in Part 2 above, and (b) a copy of the advertisement referred to in Part 3 above.

Important : Before commencing this task, carefully read the detailed assessment task and marking rubric available in the unit Moodle site.

Assessment Due Date

Week 8 Friday (11 Sept 2020) 11:45 pm AEST

All submissions are to be uploaded using the respective assessment link available in the unit Moodle site.

Return Date to Students

Assessments will be returned after the marking and moderation processes are completed.

Weighting

45%

Assessment Criteria

Your portfolio will be assessed on the extent to which it meets each of the following criteria:

- **Analysis and Justifications (30%)** - Critical analysis and a clearly integrated and well-developed argument to respond to all parts of the assessment task.
- **Integration of theory and literature (20%)** - Integration of relevant theory, concepts, models, and frameworks.
- **Research (20%)** - Demonstration of extensive research and understanding of the relevant material. Integrates a minimum of eight (8) peer reviewed scholarly references (less than the minimum is not eligible for a pass in this section).
- **Self-Reflection (10%)** - Reflection of your qualifications, abilities, experience, and decisions with reference to the assessment Part 3.
- **Presentation, referencing, organisation, structure, communication (20%)** - Following the recommended format, structure and presentation. Consistent use of APA style of referencing. Correct spelling, expression, grammar and use of language.

Penalties for late submissions are applied according to CQUniversity policy [-5% × 45 = -2.25 marks per day for every day the assessment is late. Late penalty is deducted from the total marks obtained by the student.]

Important: Plagiarism and academic misconduct are taken very seriously. Such incidents will be reported and may result in a "zero" mark.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Online submission only through the unit Moodle site

Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
- Effectively manage the key issues in attracting and retaining talented people

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

3 Assessment 3

Assessment Type

Presentation

Task Description

This assessment requires you to read a business scenario (provided in the unit Moodle site) and **make a 10 minute individual recorded presentation.**

You may opt for PowerPoint voice-over or similar software application in this process (should be able to see the presenter to assess presentation skills).

In your presentation, you should assume that you are an external HR recruitment consultant and address the following:

- Critical analysis of the current situation,
- Identify potential business, ethical, and legal considerations,
- Provide recommendations for the respective organisation,
- Incorporate a minimum of five (5) peer reviewed journal articles to justify your points.

Important : Before commencing this task, carefully read the detailed assessment task and marking rubric available in the unit Moodle site.

Assessment Due Date

Week 12 Friday (9 Oct 2020) 11:45 pm AEST

Upload as single file through unit Moodle site

Return Date to Students

Assessments will be returned after the certification of grades

Weighting

35%

Assessment Criteria

Your presentation will be assessed on the extent to which it meets each of the following criteria:

- **Introduction (10%)** - Introduction of the task and content (as an external HR recruitment consultant)
- **Analysis and application of knowledge (25%)** - Critical analysis and demonstration of relevant knowledge.
- **Presentation delivery (25%)** - Clear articulation and presentation of ideas. Demonstrates professionalism.
- **Conclusion and recommendations (10%)** - Clarity and conciseness of conclusion, research used throughout presentation and appropriate recommendations.
- **Visual aids (20%)** - Competent and appropriate use of visual aids.
- **References (10%)** - Appropriate use of APA referencing to justify your points in text and providing a 'References' list. Consistent use of APA style of referencing.

Penalties for late submissions are applied according to CQUniversity policy [-5%× 35 = -1.75 marks per day for every day the assessment is late. Late penalty is deducted from the total marks obtained by the student.]

Important: Plagiarism and academic misconduct are taken very seriously. Such incidents will be reported and may result in a “zero” mark.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Upload as single file through the unit Moodle site

Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine and justify effective job design and job analysis techniques as they relate to devising plans for future staffing needs
- Effectively manage the key issues in attracting and retaining talented people

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem