HRMT19014 *Human Resources Planning, Recruitment & Selection*
Term 2 - 2022

Profile information current as at 14/12/2025 03:36 pm

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 - 2022

- Melbourne
- Online
- 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 Qualitative feedback from the 'Have your say' student survey and conversation with the UC over phone/email and/or in virtual workshops.

Feedback

The students generally expressed the satisfaction with teaching, support, resources, and assignments that coincided with the learning outcomes. Overall they found the course enjoyable and relevant to HRM in the industry. However, one student mentioned that the assessment instructions should be revisited for clarity and accuracy in language and expression.

Recommendation

Revisit the assessment instructions to find any discrepancy. Break down the assessment 2 instructions in several steps to improve clarity and understandability. Use more contemporary exemplars for a clearer illustration of assessment 2 & 3.

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

| — N/A Level | ∘ Introductory Level | ∘ Intermediate Level | ● Graduate Level | ∘ Professional Level | ∘ Advanced Level |

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: Paperback
HRMT19014

Supplementary

Recruitment and Selection: Strategies for Workforce Planning and Assessment
Edition: 1 (2019)
Authors: Carrie A Picardi
SAGE Publications
Thousand Oaks , California , United States
ISBN: 9781483385419
Binding: eBook

Additional Textbook Information
This e-book is free for students to access via CQU library:
https://ebookcentral.proquest.com/lib/cqu/reader.action?docID=6403342

View textbooks at the CQUniversity Bookshop

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

Aman Ullah Unit Coordinator
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Schedule

Week 1 - 11 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic

Module/Topic	Chapter	Events and Submissions/Topic
Human Resource Planning	Chapter 1 of the recommended textbook Lecture 1 PowerPoint Slides Pre-recorded Lecture 1 Video Additional resources in the unit Moodle site Week 1 Learning Activities	

Week 2 - 18 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
The Recruitment Process	Chapter 2 of the recommended textbook Lecture 2 PowerPoint Slides Pre-recorded Lecture 2 Video Additional resources in the unit Moodle site Week 2 Learning Activities	

Week 3 - 25 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Legislation and Legal Issues	Chapter 3 of the recommended textbook Lecture 3 PowerPoint Slides Pre-recorded Lecture 3 Video Additional resources in the unit Moodle site Week 3 Learning Activities	**Assessment 1 Quiz 1** from Topics 1 and 2 Closes on Friday, 29 July 2022 @ 11:45 pm AEST

Week 4 - 01 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Job Analysis, Competency Profiling, and Selection Criteria Development	Chapter 4 of the recommended textbook Lecture 4 PowerPoint Slides Pre-recorded Lecture 4 Video Additional resources in the unit Moodle site Week 4 Learning Activities	

Week 5 - 08 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Attracting the Best Talent	Chapter 5 and 6 of the recommended textbook Lecture 5 PowerPoint Slides Pre-recorded Lecture 5 Video Additional resources in the unit Moodle site Week 5 Learning Activities	**Assessment 1 Quiz 2** from Topics 3 and 4 Closes on Friday, 12 August 2022 @ 11:45 pm AEST

Vacation Week - 15 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 22 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Interview Preparation	Chapter 7 of the recommended textbook Lecture 6 PowerPoint Slides Pre-recorded Lecture 6 Video Additional resources in the unit Moodle site Week 6 Learning Activities	

Week 7 - 29 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic

| Selection Interview and Assessing Interviews | Chapter 8 and 9 of the recommended textbook
Lecture 7 PowerPoint Slides
Pre-recorded Lecture 7 Video
Additional resources in the unit Moodle site
Week 7 Learning Activities | |

Week 8 - 05 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Contemporary Selection Methods	Chapter 9 of the recommended textbook Lecture 8 PowerPoint Slides Pre-recorded Lecture 8 Video Additional resources in the unit Moodle site Week 8 Learning Activities	**Assessment 2 Portfolio (45%) Due** **PORTFOLIO (45%)** Due: Week 8 Friday (9 Sept 2022) 11:45 pm AEST

Week 9 - 12 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
The Selection Decision and Contracts	Chapter 10 of the recommended textbook Lecture 9 PowerPoint Slides Pre-recorded Lecture 9 Video Additional resources in the unit Moodle site Week 9 Learning Activities	

Week 10 - 19 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Evaluation of Recruitment and Selection	Chapter 13 of the recommended textbook Lecture 10 PowerPoint Slides Pre-recorded Lecture 10 Video Additional resources in the unit Moodle site Week 10 Learning Activities	

Week 11 - 26 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Human Resource Management Information Systems	Chapter 11 of the recommended textbook Lecture 11 PowerPoint Slides Pre-recorded Lecture 11 Video Additional resources in the unit Moodle site Week 11 Learning Activities	

Week 12 - 03 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic
International Perspectives	Chapter 12 of the recommended textbook Lecture 12 PowerPoint Slides Pre-recorded Lecture 12 Video Additional resources in the unit Moodle site Week 12 Learning Activities	**Assessment 3 Presentation (35%) Due** **Presentation (35%)** Due: Week 12 Friday (7 Oct 2022) 11:45 pm AEST

Review/Exam Week - 10 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 17 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Teaching Team
Dr Aman Ullah
Unit Coordinator HRMT19014, Term 2, 2022
Lecturer DST and Melbourne Campus
Email: a.ullah2@cqu.edu.au

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.

Assessment Tasks

1 Online Quizzes (20%)

Assessment Type
Online Quiz(zes)

Task Description
Students are to complete **two online quizzes**. The total score of both quizzes will be considered toward the final Assessment 1 score.
These will be conducted during **Weeks 3 and 5** 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 Friday 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;

- **Online Quiz 1** - will cover material from **Weeks 1 and 2 (10 marks)**
- **Online Quiz 2** - will cover material from **Weeks 3 and 4 (10 marks)**

Number of Quizzes
2

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 PORTFOLIO (45%)

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 unit 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 (300 words) - Legislation and Legal Issues - Critically analyse the importance of employment-related legislation for the HR professionals in Australian organisations during the following stages of employment: (a) Preparing for recruitment and (b) after employment.
- **Part 2** - Advertisement (300 words) - Assuming that you are an HR Manager in an Australian organisation. You are required to advertise a position of an "Assitant HR Manager" in your organisation. Please make a job advertisement using the AIDA framework for an "Assitant HR Manager" position to advertise on www.seek.com.au.
- **Part 3** - Interview Preparation (300 words) - You have received a number of applications via SEEK for the position of an "Assistant HR Manager". You have shortlisted three candidates for this position. You have decided to conduct the online structured interviews for this position. What arrangement will you make before the online structured interviews and why? Also, prepare an interview guide for a structured interview.
- **Part 4** - Interview self-reflection (300 words) - Justify your choice of an online structured interview type used in Part 3 above.
- **Part 5** - Evaluating Interviews (300) - Critically evaluate the factors that affect interview outcomes.
- **Part 6** - References (not included in the word count) - Integrate a minimum of eight (8) peer-reviewed scholarly journal articles. These references are to back up your analysis provided in Part 1, Part 4, and Part 5.
- You may include Appendices if required (not included in the word count).

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

Assessment Due Date
Week 8 Friday (9 Sept 2022) 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
Week 10 Friday (23 Sept 2022)

Assessments will be returned after the marking and moderation processes are completed (usually within two weeks of submission)

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 journal articles published in the last 10 years (2013-2022) (less than the minimum is not eligible for a pass in this section).

- **Self-Reflection (10%)** - Reflection on your choice of an online structured interview with reference to the assessment Part 4.
- **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. A 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 Presentation (35%)

Assessment Type
Presentation

Task Description
This assessment requires you to read a business scenario (provided in the unit Moodle site) and **make a 15-minute individual recorded presentation**.
You may opt for a 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:

- Identify key issues in recruiting and selecting staff in a business scenario
- Critical analysis of the current situation using academic literature.
- Identify potential business, ethical, and legal considerations
- Provide evidence-based recommendations to manage the key issues in recruiting and selecting staff for the respective organisation
- Incorporate a minimum of five (5) peer-reviewed journal articles to justify your arguments.

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

Assessment Due Date
Week 12 Friday (7 Oct 2022) 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 issues in the scenario (as an external HR recruitment consultant)
- **Critical analysis and application of knowledge (25%)** - Critical analysis and application of relevant knowledge. Use of at least 5 peer-reviewed journal articles throughout the presentation.
- **Conclusion and recommendations (15%)** - Clarity and conciseness of conclusion and the appropriate evidence-based recommendations.
- **References (10%)** - Appropriate use of APA referencing to justify your points in the text and provide a 'References' list. Consistent use of APA style of referencing.
- **Presentation delivery (20%)** - Clear articulation and presentation of ideas. Demonstrates professionalism. Appropriate voice tone and body language during the presentation.
- **Visual Aids (20%)** - Competent and appropriate use of visual aids. Professional use of PowerPoint features such as font size, font colours, schematic diagrams and tables. Followed the assessment guidelines regarding the use of the PowerPoint voice-over or similar type of software for the presentation.

Penalties for late submissions are applied according to CQUniversity policy [-5%× 35 = -1.75 marks per day for every day the assessment is late. A 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

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