



HRMT19014 Human Resources Planning, Recruitment & Selection

Term 2 - 2023

Profile information current as at 20/04/2024 05:25 am

All details in this unit profile for HRMT19014 have been officially approved by CQU University 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 - 2023

- 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 SUTE student survey and conversation with the Unit Coordinator over phone/email and/or via zoom

Feedback

Most of the DST students showed concerns on workshop scheduling (1-3 pm) . They mentioned that scheduling workshops in evening so that more students can attend and it would be useful

Recommendation

Schedule live workshops for the DST students in the evening from 6 - 8 pm.

Feedback from Qualitative feedback from the SUTE student survey and conversation with the Unit Coordinator over phone/email and/or via zoom

Feedback

The students generally expressed the satisfaction with teaching, support, resources, and assignments. They appreciated that the teaching staff is enthusiastic and engaged. They mentioned that the majority of resources provided were very useful and relevant. They appreciated that the lecturer went above and beyond to engage and offer support to students. However, there were some errors in the early weeks for practice quizzes but these were minor issues. Students also asked to add some examples in the weekly workshop slides to further elaborate the key theoretical concepts.

Recommendation

Online practice quiz links need to be checked before Week 1. Test and run the online quiz by UC and at least one member of the teaching team from the discipline. Moodle resources and the lecture slides need to be updated. The weekly workshop plan needs to be updated for a 2-hrs workshop. Student-centred activities and some real-world case examples should be added to the PowerPoint slides.

Feedback from Qualitative feedback from the SUTE student survey and conversation with the Unit Coordinator over phone/email and/or via zoom

Feedback

The student generally expressed their satisfaction with made up assignment cases, but he/she think it could be done with a real world example to add another level of sophistication to it.

Recommendation

Revisit the Assessment 3 guidelines and the case. Use some real-world contemporary cases or news articles from HR-related magazines for A3.

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

Recruitment and Selection : Strategies for Workforce Planning and Assessment

Edition: 1 (2020)

Authors: Carrie A Picardi

SAGE Publications

Thousand Oaks , California , United States

ISBN: 9781483385419

Binding: eBook

Additional Textbook Information

The 2020 e-book is accessible for on-line reading via CQUni Library.

[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

Sardana Khan Unit Coordinator

s.khan@cqu.edu.au

Schedule

Week 1 - 10 Jul 2023

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

Week 2 - 17 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
The Recruitment Strategy and Process	Chapter 6 of the textbook Lecture 2 PowerPoint Slides Pre-recorded Lecture 2 Video Additional resources in the unit Moodle site Week 2 Learning Activities	

Week 3 - 24 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Legal Compliance and Ethical Considerations	Chapter 2 of the 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 of week 1 and 2 Closes on Sunday, 30 July 2023 @ 11:45 pm AEST

Week 4 - 31 Jul 2023

Module/Topic	Chapter	Events and Submissions/Topic
Job Analysis, Design and Competency Model Development	Chapter 3 & 4 of the textbook Lecture 4 PowerPoint Slides Pre-recorded Lecture 4 Video Additional resources in the unit Moodle site Week 4 Learning Activities	

Week 5 - 07 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Job Evaluation and Attracting the Best Talent	Chapter 5 of the 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 of week 3 and 4 Closes on Sunday, 13 August 2023 @ 11:45 pm AEST

Vacation Week - 14 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
		Personal Review

Week 6 - 21 Aug 2023

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

Week 7 - 28 Aug 2023

Module/Topic	Chapter	Events and Submissions/Topic
Strategic Selection Approaches	Chapter 8 and 9 of the textbook Lecture 7 PowerPoint Slides Pre-recorded Lecture 7 Video Additional resources in the unit Moodle site Week 7 Learning Activities	Assessment 1 Quiz 3 from topics of week 5 and 6 Closes on Sunday, 03 SEP 2023 @ 11:45 pm AEST

Week 8 - 04 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic
Contemporary Selection Methods	Chapter 9 of the textbook Lecture 8 PowerPoint Slides Pre-recorded Lecture 8 Video Additional resources in the unit Moodle site Week 8 Learning Activities	PORTFOLIO (45%) Due: Week 8 Friday (8 Sept 2023) 11:45 pm AEST

Week 9 - 11 Sep 2023

Module/Topic	Chapter	Events and Submissions/Topic

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

Week 10 - 18 Sep 2023

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

Week 11 - 25 Sep 2023

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

Week 12 - 02 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic
International Perspectives	Lecture 12 PowerPoint Slides Pre-recorded Lecture 12 Video Additional resources in the unit Moodle site Week 12 Learning Activities	Presentation (35%) Due: Week 12 Friday (6 Oct 2023) 11:45 pm AEST

Review/Exam Week - 09 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Exam Week - 16 Oct 2023

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Online Quizzes (20%)

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;

- **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)**
- **Online Quiz 2** - will cover material from **Weeks 5 and 6 (10 marks)**

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 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 (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 a similar 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) recent 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 on the unit Moodle site.

Assessment Due Date

Week 8 Friday (8 Sept 2023) 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 (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 (2014-2023) (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. A late penalty is deducted from the total marks obtained by the student.]

Important: Plagiarism and other forms of academic misconducts 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 10-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) recent (2014-2023) 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 (6 Oct 2023) 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)
- **Analysis and application of knowledge (25%)** - Critical analysis and application of relevant knowledge. Use of at least 5 recent 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 engaging 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

Submission Instructions

Before commencing this task, carefully read the detailed assessment task, submission instruction and marking rubric available in 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