

NIRMA UNIVERSITY
Institute of Management
Master of Business Administration (Full Time) Programme/
Integrated Bachelor of Business Administration-Master of Business
Administration Programme/
Master of Business Administration (Family Business & Entrepreneurship)
Programme

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Course Code	MFT5SEHR11 MBM5SEHR11 MFB5SEHR13
Course Title	Recruitment and Selection

Course Learning Outcomes (CLO):

At the end of the course, students will be able to:

1. Choose appropriate recruitment and selection techniques
2. Develop selection skills through practice and feedback
3. Analyze and specify the qualities needed to succeed in a job role

Syllabus

Teaching Hours

Unit I: Strategic Staffing- An Introduction <ul style="list-style-type: none"> • Strategic Staffing; Business and Staffing Strategies; • Human Resource Planning; • Demand and supply forecasting Describing the Job 	05
Unit II: Recruitment & Selection Process <ul style="list-style-type: none"> • The recruitment process, • Recruitment Advertising- Identifying Sources- internal & external • Issues in recruitment; Screening applications, Measuring and interpreting individual differences; • Validation of measurement • Assessment Techniques-Meaning and methods; • Psychometric Tools for Employee Selection, ADCs • Effective Interviewing: A theoretical Framework; • Conducting Interviews, Group discussions; • Decision making for selection; • Managerial selection, Expatriate Selection 	15
Unit III: Challenges in Selection & Assessment <ul style="list-style-type: none"> • Employee Retention; • Assessing Internal Candidates, Expatriate Selection; • Structuring the Compensation to Attract & Retain Talent; • Induction and socialization 	05

Unit IV: Recruitment Effectiveness <ul style="list-style-type: none"> • Employer Branding; • Designing R&S systems, • Administering and evaluating the system • Ethical Issues, Present & Future trends in recruitment and selection 	05
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Suggested Readings:

1. Phillips, J., & Gully, S. M., Strategic staffing. Upper Saddle River, NJ: Pearson Prentice Hall.
2. Arthur, D., Recruiting, Interviewing, Selecting and Orienting New Employees. New Delhi: Prentice Hall of India
3. Dale, M., Handbook of Successful Recruitment and Selection: A Practical Guide for Managers. London: Kogan Page.
4. McMahon, G. V., Recruitment and Selection- How to Get It Right. New Delhi: Prentice Hall

w.e.f. Academic Year 2019-20 and onwards