



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Staff Selection and Placement							
Course Code		İK304		Course Level		First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	151 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		Learning the process of personnel selection in human resource management							
Course Content		Supplying of Staff, Analysis of Individual and Institutional Competence, The Aim and Importance of Selection and Placement Process, Advertize and Effective Usage of Internet Sources, the Process of Selecting Staff, To Form Candidate Pool, Preparation and Examination of Curriculum Vitae, Examinations/ Tests, The Process of Interview, Effective Interview Techniques, Basic Expectations from the Candidate During Interview, The Questions in The Interview and their Aims, The Basic Behavioural Patterns which will be examined during the Interview, Assessing the Results, The Process of Decision and Feedback, Work Placement							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Dursun BİNGÖL, İnsan Kaynakları Yönetimi, Arıkan Basım Yayım Dağıtım, İstanbul, 2006.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Supplying of Staff
2	Theoretical	Analysis of Individual and Institutional Competence
3	Theoretical	The Aim and Importance of Selection and Placement Process
4	Theoretical	Advertize and Effective Usage of Internet Sources
5	Theoretical	the Process of Selecting Staff
6	Theoretical	To Form Candidate Pool
7	Theoretical	Preparation and Examination of Curriculum Vitae
8	Theoretical	Preparation and Examination of Curriculum Vitae
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Basic Expectations from the Candidate During Interview
12	Theoretical	The Questions in The Interview and their Aims
13	Theoretical	The Basic Behavioural Patterns which will be examined during the Interview
14	Theoretical	Assessing the Results
15	Theoretical	The Process of Decision and Feedback, Work Placement

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	2	3	65
Individual Work	13	0	2	26
Midterm Examination	1	27	1	28
Final Examination	1	31	1	32
Total Workload (Hours)				151
[Total Workload (Hours) / 25*] = ECTS				6
*25 hour workload is accepted as 1 ECTS				



Learning Outcomes

1	The students can learn to prepare CV.
2	The students can understand the techniques of effective interviewing.
3	The students can review in detail the process of personnel selection.
4	The students can understand to create a pool of candidates.
5	The students can learn the types of exams.

Programme Outcomes (Human Resources Management)

1	Having adequate scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continuous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing empathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of 'how', 'why' and 'where' HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5	5	5
P2	3	3	3	3	3
P3	2	2	2	2	2
P4	2	2	2	2	2
P5	3	3	3	3	3
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	3	3	3	3	3
P10	3	3	3	3	3
P11	3	3	3	3	3
P13	3	3	3	3	3
P14	3	3	3	3	3
P15	3	3	3	3	3

