



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Human Resources Procurement and Selection							
Course Code		İKYL501		Course Level		Second Cycle (Master's Degree)			
ECTS Credit	5	Workload	130 (<i>Hours</i>)	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		It is aimed to get to know HR supply and selection in general, to understand HR supply and its relation with other HR functions, to evaluate HR procurement and selection process from individual and organizational perspectives.							
Course Content		General introduction to selection process and selection - Relation to other HRM functions - Individual and organizational perspective - Examples of HR HR selection and selection policies, Internal and external procurement - Process - Preparation of employee demand form - Creation of work announcement, Labor market , Selection and HR strategy, Internal and external procurement, Provisioning resources, Provision of appointment, Selection 1-Preference, aim and process -Effective factors -Legal regulations -Work force market and politics -The subjects such as employer's brand, Selection 2-Examination of applications , prospecting - Application form and CV, Selection 3-Psychotechnical tests, Interview, Evaluation							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual 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	Gatewood, R., Feild, H.S. & Barrick, M. (2010). Human Resource Selection. Mason, OH: South-Western Cengage Learning.
2	Uyargil, C. vd. (2015). İnsan Kaynakları Yönetimi. Beta Yayınları.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to HR Procurement and Selection
2	Theoretical	Case Studies for HR Procurement and Selection Policies
3	Theoretical	The Relation between HR Procurement and Selection and Other HR Functions
4	Theoretical	Individual and Organizational Perspectives of HR Procurement and Selection Process
5	Theoretical	Internal and External Recruitment Methods
6	Theoretical	Selection Process: Preparation of Personnel Request Form
7	Theoretical	Employee recruitment, election and interview techniques
8	Theoretical	Employee Training and Development
9	Intermediate Exam	Midterm Exam
10	Intermediate Exam	Midterm Exam
11	Theoretical	Performance Evaluation
12	Theoretical	Occupational health and safety
13	Theoretical	Labor relations
14	Theoretical	Legislative regulations about HRM
15	Final Exam	Final Exam
16	Final Exam	Final Exam

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	12	1	3	48
Individual Work	16	0	2	32
Midterm Examination	1	16	1	17



Final Examination	1	32	1	33
Total Workload (Hours)				130
[Total Workload (Hours) / 25*] = ECTS				5
*25 hour workload is accepted as 1 ECTS				

Learning Outcomes

1	Explain finding and choosing process of human resource.
2	Explain human resource planning.
3	Explain performance evaluation.
4	
5	
6	

Programme Outcomes (Human Resource Management Master)

1	To be able to apply the knowledge gained in the course to human resources
2	To be able to use scientific research techniques
3	To be able to identify, analyze and develop solutions for human resources problems
4	To be able to identify and use business tools, methods and approaches in the field of human resources
5	To have knowledge about current problems of human resources management

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

	L1
P1	5
P2	3
P3	4

