



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Human Resources Planning and Practices							
Course Code		İKYL503		Couse Level		Second Cycle (Master's Degree)			
ECTS Credit	5	Workload	130 ( <i>Hours</i> )	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is providing necessary information and skills about human resources planning and selection issues and practises.							
Course Content		Introduction to Human Resources Management/Human Resources Functions/Qualitative dimension of human resources planning/Job analysis/Quantative dimension of human resources planning: numerical planning tecniques/Human Resources recruitment process: Candidate research Human resources selection process and interview techniques/Employee placement and orientation							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, 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	Walker, W. (1980). Human Resource Planning. Mcgraw Hill.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Human Resources Planning and Employee Recruitment and Selection: Meaning, Context and Importance
2	Theoretical	Determining Employee Requirement
3	Theoretical	Job Analysis and Job Definitions-Job Requirements, Statistical Methods
4	Theoretical	Workload analysis, Workforce analysis (absenteeism and turnover)
5	Theoretical	Other Methods: Ratio analysis, position planning, workforce supply analysis, workforce inventories, skill inventories
6	Theoretical	Methods of balancing workforce demand and supply
7	Theoretical	Employee Candidate Recruitment
8	Theoretical	Employee candidate evaluation
9	Intermediate Exam	Midterm Exam
10	Intermediate Exam	Midterm Exam
11	Theoretical	Candidate Recruitment Methods from inside and outside sources
12	Theoretical	Employee selection process, application forms, tests
13	Theoretical	Selection interviews, reference checks, selection decision
14	Theoretical	Placement
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	After this course the students will be informed about specified topics.
2	They will have the ability to comment on Human Resources Planning and Selection.
3	
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	L3
P1	5	4
P2	4	5
P3	3	4

