

RECRUITMENT AND SELECTION

III Semester: MBA								
Course Code	Category	Hours / Week			Credits	Maximum Marks		
CMBB38	SKILL	L	T	P	C	C I A	SEE	Total
		4	0	-	4	30	70	100
Contact Classes: 45	Tutorial Classes: 00	Practical Classes: Nil			Total Classes: 45			
<p>OBJECTIVES: The course should enable the students to:</p> <ol style="list-style-type: none"> I. Understand the Recruitment and Selection planning. II. Describe the information about global Recruitment and Selection.. III. Analyze about relation and carrier of Recruitment.. IV. Demonstrate the Recruitment practices and their positive influence on the company's bottom line. V. Develop the organization to stand in the competitive world <p>COURSEOUTCOMES(COs):</p> <ol style="list-style-type: none"> 1. Understand and gain knowledge in nature and scope of international human resource management, cultural and reality shock. Understanding of different tools used in forecasting and planning human resource needs 2. Examine the international human resource management models, concept, pool's adaptation of Harvard model, the brewster and bournois model and comparative employment policy 3. Explain the significance of convergence theory, marxist theory, the cultural approach power distance (PDI), uncertainty avoidance (UAI), individuality (INV) and masculinity 4. Use and explore the social environment and human resource practices, staffing: international recruitment, selection, training and hiring policies, employee recruitment, selection, and retention plans and processes 5. This includes demonstrating the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting 6. Research the advantages and disadvantages of induction processes for new incumbents in a role 7. Outline and discuss the current legal and ethical requirements of the recruitment and selection process and illustrate how these impacts on the process 8. Explain the development of global managers, concept, essential qualities of global literate leader , communication and interpersonal Relations, 9. Analyze the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and succession planning and managerial stimulation's 10. Demonstrate appropriate implementation, monitoring and assessment procedures of training. 								
UNIT-I	RECRUITMENT CHALLENGES						Classes: 09	
How to make recruitment efforts succeed, Workers Expectations- Recruitment Sources, Proactive and reactive recruitment, Innovative recruitment sources, Electronic Recruitment, Electronic resumes, Career web sites, International electronic recruitment electronic Web sources.								
UNIT-II	INTERVIEWING AND JOB DESCRIPTION						Classes: 08	
Interviewing, Job descriptions, Reviewing the application and résumé, Planning basic questions, Competency Based questions, Key competency category, competency based lead-ins, Generic competency Questions, Additional types of questions, Probing questions, Questioning techniques to avoid, Encourage applicant to talk, Providing talk.								
UNIT-III	PRE-EMPLOYMENT TESTING						Classes: 10	
Pre-employment Testing, testing advantages and disadvantages, test validation, testing categories, Computer based testing, Background check policy, reference check, Guidelines for releasing and obtaining Information.								
UNIT-IV	ABILITY TESTS						Classes: 10	
Ability Tests- Mental Ability, effects of practice and coaching, Mechanical ability test, Personality Measurement Test, Personality Assessment- Performance tests and, Use of performance test, Assessment Center-Integrity Testing Drug testing, Graphology								
UNIT-V	RECRUITMENT AND SELECTION PRACTICES ABROAD						Classes: 08	
Recruitment and Selection Practices Abroad - Case Studies								

Text books

1. Robert N Lussier, "Management Fundamentals - Concepts, Applications, Skill Development, Cengage Learning", 1st Edition, Pearson, 2012.
2. Dilip Kumar Battacharya, "Principles of Management", Pearson, 2012
3. Harold Koontz, Heinz Weihrich, A.R.Aryasri, "Principles of Management", TMH, 2010

Reference Books

1. V.S.P.Rao, "Management Text and Cases", Excel, 2nd Edition, 2012.
2. K.Anbuvelan, "Principles of Management", University Science Press, 1st Edition, 2013
3. Andrew DuBrin, "Management Essentials", Cengage Learning, " 9th Edition", 2012

