



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad -500 043

MASTER OF BUSINESS ADMINISTRATION

COURSE DESCRIPTOR

Course Title	RECRUITMENT AND SELECTION			
Course Code	CMBB38			
Programme	MBA			
Semester	III			
Course Type	Professional Elective – I			
Regulation	IARE - R18			
Course Structure	Lectures	Tutorials	Practical Work	Credits
	4	-	-	4
Chief Coordinator	Dr. T Srinivasa Rao, Professor, MBA			
Course Faculty	Dr. T Srinivasa Rao, Professor, MBA			

I. COURSE OVERVIEW:

Recruitment and selection is the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position and choosing the most appropriate person for the job. Undertaking this process is one of the main objectives of management. Indeed, the success of any business depends to a large extent on the quality of its staff. Recruiting employees with the correct skills can add value to a business and recruiting workers at a wage or salary that the business can afford, will reduce costs. Employees should therefore be carefully selected, managed and retained, just like any other resource.

II. COURSE PRE-REQUISITES:

Level	Course Code	Semester	Prerequisites
PG	CMBB06	II	Human Resource Management

III. MARKS DISTRIBUTION:

Subject	SEE Examination	CIA Examination	Total Marks
Recruitment and Selection	70 Marks	30 Marks	100

IV. DELIVERY / INSTRUCTIONAL METHODOLOGIES:

✓	Chalk & Talk	✗	Quiz	✓	Assignments	✓	MOOCs
✓	LCD / PPT	✓	Seminars	✗	Mini Project	✓	Videos
✗	Open Ended Experiments						

V. EVALUATION METHODOLOGY:

The course will be evaluated for a total of 100 marks, with 30 marks for Continuous Internal Assessment (CIA) and 70 marks for Semester End Examination (SEE). Out of 30 marks allotted for CIA during the semester, marks are awarded by taking average of two CIA examinations or the marks scored in the make-up examination.

Semester End Examination (SEE): The SEE is conducted for 70 marks of 3 hours duration. The syllabus for the theory courses is divided into five units and each unit carries equal weightage in terms of marks distribution. The question paper pattern is as follows. Two full questions with “either” or “choice” will be drawn from each unit. Each question carries 14 marks. There could be a maximum of two sub divisions in a question.

The emphasis on the questions is broadly based on the following criteria:

50 %	To test the objectiveness of the concept.
50 %	To test the analytical skill of the concept OR to test the application skill of the concept.

Continuous Internal Assessment (CIA):

CIA is conducted for a total of 30 marks (Table 1), with 25 marks for Continuous Internal Examination (CIE), 05 marks for Alternative Assessment Tool (AAT).

Table 1: Assessment pattern for CIA

Component	Theory		Total Marks
	CIE Exam	AAT	
CIA Marks	25	05	30

Continuous Internal Examination (CIE):

Two CIE exams shall be conducted at the end of the 8th and 16th week of the semester respectively. The CIE exam is conducted for 25 marks of 2 hours duration consisting of two parts. Part–A shall have five compulsory questions of one mark each. In part–B, four out of five questions have to be answered where, each question carries 5 marks. Marks are awarded by taking average of marks scored in two CIE exams.

Alternative Assessment Tool (AAT):

Marks shall be awarded considering the average of two AAT for every course. The AAT may include seminars, assignments, term paper, open ended experiments, five minutes video and MOOCs.

VI. HOW PROGRAM OUTCOMES ARE ASSESSED:

Program Outcomes (POs)		Strength	Proficiency assessed by
PO1	Managerial skills: Apply knowledge of management theories and practices to solve business problems.	2	Assignments
PO2	Decision making skills: An ability to analyze a problem, identify, formulate and use the appropriate managerial skills for obtaining its solution.	2	Assignments
PO4	Communication skills: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.	3	Seminar
PO8	Technology skills: Inculcate and Develop technical skills to face the competitive world successfully.	1	Seminar

3 = High; 2 = Medium; 1 = Low

VII. COURSE OBJECTIVES :

The course should enable the students to:	
I.	Identify the Innovative recruitment sources, Electronic Recruitment, Electronic resumes and Career web sites.
II.	Apply different methods of Interviewing, Job descriptions, Reviewing the application and résumé, Planning basic questions, Competency Based questions.
III.	Design the Pre-employment Testing, testing advantages and disadvantages, test validation, testing categories.
IV.	Understand the ability tests like mental Ability, effects of practice and coaching, mechanical ability test, personality measurement test, personality assessment.

VIII. COURSE OUTCOMES (COs):

CO Code	CO's	At the end of the course, the student will have the ability to:	PO's Mapped	Strength of Mapping
CMBB38.01	CO1	Understand the Recruitment efforts and workers expectations in proactive and reactive recruitment	PO1	2
CMBB38.02	CO2	Discuss the various innovative in recruitment process and electronic recruitment methods	PO1	2
CMBB38.03	CO3	Demonstrate interviewing techniques with competency based questions.	PO1, PO2	2
CMBB38.04	CO4	Analyze the questioning processes in interview	PO2	2
CMBB38.05	CO5	Explain the pre employment testing advantages and disadvantages with test validation and categories of	PO2, PO4	3
CMBB38.06	CO6	Examine different guidelines for obtaining and releasing information after background checking of	PO2, PO4	3
CMBB38.07	CO7	Describe the different ability test and efforts of practice and coaching	PO4, PO8	2
CMBB38.08	CO8	Enumerate the personality measurement and assessment by using integrity testing	PO4	3
CMBB38.09	CO9	Illustrate different recruitment and selection practices in abroad with appropriate case studies.	PO4, PO8	2

3 = High; 2 = Medium; 1 = Low

IX. MAPPING COURSE OUTCOMES LEADING TO THE ACHIEVEMENT OF PROGRAM OUTCOMES:

COs	Program Outcomes (POs)							
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO 1	2							
CO 2	2							
CO 3	2	2						
CO 4		2						
CO 5		3		3				
CO 6		3		3				
CO 7				2				2
CO 8				3				
CO 9				2				2

3 = High; 2 = Medium; 1 = Low

X. ASSESSMENT METHODOLOGIES – DIRECT

CIE Exams	PO1, PO2, PO4, PO8	SEE Exams	PO1, PO2, PO4, PO8	Assignments	PO1,PO2	Seminars	PO4, PO8
Laboratory Practices	-	Guest Lecture	-	Mini Project	-	Certification	-
Term Paper							

XI. ASSESSMENT METHODOLOGIES - INDIRECT

√	Assessment of course Outcomes (by feedback, once)	√	Student feedback on faculty (twice)
X	Assessment of mini projects by experts		

XII. SYLLABUS

UNIT– I	RECRUITMENT CHALLENGES
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
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
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
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	
UNIT – V	RECRUITMENT AND SELECTION PRACTICES ABROAD
Recruitment and Selection Practices Abroad - Case Studies	
Text books	
<ol style="list-style-type: none"> 1. Phillips, “Strategic Staffing”, Pearson Publications, 10th Edition, 2009. 2. Daine Arthur, “Recruiting, Interviewing, Selecting & Orienting New Employee”, PHI, 4th Edition, 2007. 3. Robert Edenborough, “ Assessment Methods in Recruitment, Selection and Performance” , Kogan, 8th Edition, 2006. 4. Sanjay Srivastava, “Case Studies in HRM” , Excel, 12th Edition, 2009..N, “Banking Law and Practice”, Sultana Chand and Sons, 25th Revised Edition, 2014. 	
References	
<ol style="list-style-type: none"> 1. Gatewood, Field, Barrick: “Human Resource Selection”, Cengage, 2008. 2. Gareth Robert: “Recruitment and selection”, Jaico, 2008. 3. N.K.Chanda “Recruitment and Selection”, Paragon International, 5th Edition, 2009 	
Web References	
<ol style="list-style-type: none"> 1. http://serverlib.moe.gov.ir/documents/10157/42675/Employee+Recruitment+and+Selection.pdf 2. http://facta.junis.ni.ac.rs/eao/eao200702/eao200702-13.pdf 	
E-Text Books	
<ol style="list-style-type: none"> 1. http://trainingstation.walkme.com/5-best-employee-Recruitment-books.com 	

XIII. COURSE PLAN:

The course plan is meant as a guideline. Probably there may be changes.

Lecture No	Topics to be covered	Course Outcomes (COs)	Reference
1-2	How to make recruitment efforts succeed, Workers Expectations	CO1	T-1, R-2
3-5	Recruitment Sources, Proactive and reactive recruitment	CO1	T-2, R-2
6-8	Innovative recruitment sources, Electronic Recruitment	CO2	T-1, R-2
9-12	Electronic resumes	CO2	T-1, R-2
13-15	Career web sites, International electronic recruitment electronic Web sources.	CO2	T-2, R-2
16-17	Interviewing, Job descriptions, Reviewing the application and résumé	CO3	T-1, R-1
18-21	Planning basic questions, Competency Based questions	CO3	T-2, R-2
22-23	Key competency category, competency based lead-ins	CO3	T-1, R-2
24-26	Generic competency Questions, Additional types of questions	CO4	T-2, R-2
27-29	Probing questions, Questioning techniques to avoid	CO4	T-1, R-2
30	Encourage applicant to talk, Providing talk	CO4	T-1, R-2
31	Pre-employment Testing	CO5	T-2, R-2
32-33	Testing advantages and disadvantages, test validation	CO5	T-1, R-2
34-35	Testing categories, Computer based testing	CO5	T-2, R-2
36-38	Background check policy	CO6	T-1, R-1
39	Reference check, Guidelines for releasing and obtaining Information.	CO6	T-2, R-2

Lecture No	Topics to be covered	Course Outcomes (COs)	Reference
40	Ability Tests- Mental Ability	CO7	T-1, R-2
41	Effects of practice and coaching, Mechanical ability test	CO7	T-2, R-2
42	Personality Measurement Test, Personality Assessment- Performance tests	CO8	T-2, R-1
43	Use of performance test, Assessment Center-Integrity Testing	CO8	T-2, R-2
44	Recruitment and Selection Practices Abroad -	CO9	T-1, R-1
45	Recruitment Case Studies	CO9	T-2, R-2

XIII. GAPS IN THE SYLLABUS - TO MEET INDUSTRY / PROFESSION REQUIREMENTS:

S. No	Description	Proposed actions	Relevance with POs
1	Introduction to hiring processes and hiring decisions	Seminars / Guest Lectures.	PO1, PO2
2	Explaining screening procedure of the candidate using technology	Seminars / Guest Lectures.	PO4, PO8

Prepared by:

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