

**University of Arkansas – Fort Smith
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General Syllabus

MGMT 41843 Human Resources Staffing

Credit Hours: 3 Lecture Hours: 3 Laboratory or other types of Hours: 0

Prerequisite: Admission to the College of Business and MGMT 31743 Human Resource Management or consent of instructor

Effective Catalog: 2020-21

I. Course Information

A. Catalog Description

Provides an overview of the issues, processes, practices, and policies involved in staffing organizations.

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Assess the legal implications of a selection instrument or program.
2. Interpret selection and other test scores (norms, means, standard deviations, etc.).
3. Assess the reliability and validity of any predictor/criterion.
4. Analyze a job and use the information for selection purposes.
5. Design a useful and effective interview format and procedure for an organization.
6. Assess the costs and benefits of a selection program.
7. Assess both internal and external factors that affect staffing.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Communication Skills (written and oral)

Students will compose coherent documents appropriate to the intended audience, effectively communicate orally in a public setting, and develop effective listening skills.

Analytical Skills**Critical Thinking Skills**

Students will use critical thinking skills to identify problems/issues and develop solutions/analysis.

Analytical Skills**Quantitative Reasoning Skills**

Students will assign and use numbers, read and analyze data, create models, draw inferences, and support conclusions based on sound mathematical reasoning.

III. Major Course Topics

- A. Staffing Strategies
- B. Legal Issues in Staffing
- C. Strategic Job Analysis
- D. Competency Modeling
- E. Forecasting and Planning
- F. Sourcing
- G. Recruiting
- H. Measuring Skills
- I. Assessing Internal and External Candidates
- J. Selecting Candidates
- K. Hiring
- L. Managing Workforce Flow
- M. Staffing System Evaluation
- N. Use of Technology in Staffing