

PSYC 483.01		Personnel Selection		Winter 2024	
Instructor:	Jenelle Morgan	Lecture Location:	Science Theater (ST) 64		
Phone:	N/A	Lecture Days/Time:	T/R 9:30 – 10:45		
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Office:	Zoom or AD 143 D on Tuesdays and Thursdays				
Office Hours:	Appointment-based				

Course Description

Personnel Selection examines the process of attracting and hiring employees *fit* for the role and the organization. In this course, we conceptualize successful *fit* in the context of legal and measurement issues in selection. We also examine how to determine the characteristics of a job to base organizations' recruiting and hiring decisions when attracting and selecting the *ideal* applicant/employee. Further, we closely evaluate recruiting, screening, assessment and hiring practices and gauge their ability to fairly identify effective candidates. Students will have the opportunity to develop practical skills in conducting a simple job analysis and designing selection systems and become familiar with major theories and empirical findings in the field of Personnel Selection.

Course Learning Outcomes

The Department of Psychology is committed to student knowledge and skill development. The table below lists the key learning outcomes for this course, the program-learning outcomes they facilitate (see <https://live-arts.ucalgary.ca/psychology/about#program-learning-outcomes>), and the expected level of achievement.

Course Learning Outcomes	Assessment Methods	PLO(s)	Level(s)
Outline the different types of Personnel Selection approaches, and how they vary in characteristics.	Multiple choice exams, Short Answer	1	C
Examine characteristics of an effective candidate and employee	Multiple choice exams, Short Answer, Assignment	1,7	A
Determine when and how selection systems facilitate or hinder equity, diversity, and inclusivity (EDI) related outcomes	Multiple choice exams, Short Answer, In-class activity	1,8	C
Assess the important antecedents and criteria of effective Personnel Selection	Multiple choice exams, Short Answer, Assignment	1,7	A
Outline the ways in which applicants are effectively screened and selected into roles	Multiple choice exams, Short Answer, In-class activity	1,2	C
Examine various screening and selection techniques/technology that are used for selection	Multiple choice exams, Short Answer, Assignment	1,2,7	A

Design a job analysis and selection system, with EDI considerations and integration of advancement in technology	Assignment	2,7,8	A
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Notes. PLOs = Program-Learning Outcomes: 1 = demonstrate knowledge of psychological sciences, 2 = think critically and solve problems, 3 = conduct research and analyze data, 4 = communicate effectively, 5 = demonstrate information literacy, 6 = understand and implement ethical principles in a diverse world, 7 = apply psychological knowledge and skills, 8 = Demonstrate multicultural competence and awareness of issues related to equity, diversity, and inclusion. Level of PLO achievement facilitated by this course: I = introductory, C = competency, A = advanced.

Acknowledgments and Respect for Diversity

Our classrooms view diversity of identity as a strength and resource. Your experiences and different perspectives are encouraged and add to a rich learning environment that fosters critical thought through respectful discussion and inclusion. The Department of Psychology would also like to acknowledge the traditional territories of the people of the Treaty 7 region in southern Alberta. The City of Calgary is also home to Métis Nation of Alberta (Districts 5 and 6).

Course Format

This is an in-person class held on campus.

Class materials will be posted to the course D2L page by the day/time of each scheduled class as per the course schedule below.

Lecture material will be posted Tuesdays and Thursdays at 9 a.m.

Prerequisites

PSYC 300 and 301 and admission to the Psychology major or Honours program

Required Text

Catano, Wiesner & Hackett, Recruitment and Selection in Canada, 8th Ed. (Recommend electronic version). The textbook is available through the bookstore or directly from the publishers here: <https://retail.tophat.com/products/93980>

Supplementary Text (not required)

Gatewood, Robert, Hubert S. Feild, and Murray Barrick. Human resource selection. Cengage Learning, 2015.

Assessment Methods

Students will be evaluated using two mid-term examinations, two assignments and two *brief* in-class activities.

1. Mid-term 1 will be held on February 15 and is worth **20%** of the final grade. The exam will be a combination of multiple choice and short answer questions. It will cover the lecture and reading materials for the first four weeks of class (including Job Analysis and Competency Models).
2. Mid-term 2 will be held on March 26 and is worth **30%** of the final grade. The exam will be a combination of multiple choice and short answer questions. It will *primarily* cover the lecture and reading materials *following* mid-term 1.

3. Assignments 1 and 2 will each count to **20%** of your final grade. Assignment 1 will involve conducting and reporting on a simple job analysis and will be due on February 29. Assignment 2 will involve designing a selection system, and addressing equity, diversity, and inclusivity (EDI) considerations throughout, as well as integrating technological tools. Assignment 2 is due on April 4.
 - a. Both assignments should be submitted to D2L by 11:59 pm on the due date.
 - b. Assignment instructions will be provided on D2L, with details on specific guidelines and format.
4. Each week will involve at least 1 in-class activity (e.g., providing your opinions on certain selection issues through Menti or group discussions on different aspects of personnel selection) – two of these will each count **5%** toward your final grade. These are meant to be **brief** activities gauging your personal assessment of various topics, based on what you have learned thus far in the course.
 - a. The first evaluated in-class activity will be on January 30th and will be based on your personal assessment of Job Performance issues.
 - b. The second evaluated in-class activity will be on February 27th and will be based on your personal assessment of Recruiting and Word-of-Mouth issues.
 - c. Both activities will be brief (i.e., 2-3 prompts), completed in class, either in a group or individually.

Regarding assignments and mid-terms:

1. Without instructor approval, late assignments will be penalized 10% per day, including weekends.
2. Exams in this course are closed book. The use of resources, including class notes, the textbook and online resources, is prohibited during the exams in this course. Students may not communicate with others about course material or the exam either in person or electronically during exams.
3. Once approved by the course instructor, and at their discretion, alternative arrangements for missed assessments may be considered. <https://www.ucalgary.ca/pubs/calendar/current/g-1-2.html>. Students may be asked for documentation <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>.

University of Calgary Academic Integrity Policy

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity.

Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional code of conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. It is your responsibility to ensure that you have read and are familiar with the student academic misconduct policy:

<https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf>.

Department of Psychology Criteria for Letter Grades

Psychology course instructors use the following criteria when assigning letter grades:

A+ grade: *Exceptional Performance.* An A+ grade indicates near perfect performance on multiple choice and short answer exams. For research papers/essays/course projects/presentations, an A+ grade is awarded for exceptional work deserving of special recognition and is therefore not a common grade.

A, A- Range: *Excellent Performance.* Superior understanding of course material. Written work is very strong in terms of critical and original thinking, content, organization, and the expression of ideas, and demonstrates student's thorough knowledge of subject matter.

B Range: *Good Performance.* Above average understanding of course material. Written work shows evidence of critical thinking and attention to organization and editing but could be improved in form and/or content.

C Range: *Satisfactory Performance.* Adequate understanding of course material. Knowledge of basic concepts and terminology is demonstrated. Written work is satisfactory and meets essential requirements but could be improved significantly in form and content. Note: All prerequisites for courses offered by the Faculty of Arts must be met with a minimum grade of C-.

D range: *Marginally meets standards.* Minimal understanding of subject matter. Written work is marginally acceptable and meets basic requirements but requires substantial improvements in form and content. Student has not mastered course material at a level sufficient for advancement into more senior courses in the same or related subjects.

F grade: *Course standards not met.* Inadequate understanding of subject matter. Written work does not meet basic requirements. Student has not demonstrated knowledge of course material at a level sufficient for course credit.

Grading Scale

A+	96-100%	B+	80-84%	C+	67-71%	D+	54-58%
A	90-95%	B	76-79%	C	63-66%	D	50-53%
A-	85-89%	B-	72-75%	C-	59-62%	F	0-49%

As stated in the University Calendar, it is at the instructor's discretion to round off either upward or downward to determine a final grade when the average of term work and final examinations is between two letter grades.

To determine final letter grades, final percentage grades will be rounded up or down to the nearest whole percentage (e.g., 89.5% will be rounded up to 90% = A but 89.4% will be rounded down to 89% = A-).

Tentative Lecture Schedule

Date	Topic/Activity/Due Date	Readings
T Jan 9	First day of lectures Course Introduction	
R Jan 11	Background on Personnel Psychology	Chapter 1
T Jan 16	Legal Context in Selection	Chapter 3
R Jan 18	Last day to drop a class without financial penalty Reliability in Measurement	Chapter 2
F Jan 19	Last day to add or swap a course	
T Jan 23	Validity in Measurement	Chapter 2
R Jan 25	Measuring Job Performance I	Chapter 5
F Jan 26	Fee payment deadline for Winter Term full and half courses.	
T Jan 30	Measuring Job Performance II In-class Activity #1	Chapter 5
R Feb 1	Job Analysis and Competency Models I	Chapter 4
T Feb 6	Job Analysis and Competency Models II	Chapter 4
R Feb 8	Designing Selection Systems	
T Feb 13	Mid-term Review	
R Feb 15	MID-TERM #1	
Feb 18-24	Term Break, no classes	
T Feb 27	Recruiting & Word-of-Mouth In-class Activity #2	Chapter 6
R Feb 29	Applicant Screening ASSIGNMENT #1 DUE	Chapter 7
T Mar 5	Applicant Assessment	Chapter 8 & 9
R Mar 7	Decision-Making Process I	Chapter 10
T Mar 12	Decision-Making Process II	Chapter 10
R Mar 14	<i>Special topic:</i> Asynchronous Video Interviews	Chapter 9
T Mar 19	<i>Special topic:</i> Faking in Employment Interviews	Chapter 9
R Mar 21	Mid-term Review	
T Mar 26	MID-TERM #2	
R Mar 28	Overall Considerations for Selections Systems; Assignment 2 Review	
R Apr 4	ASSIGNMENT #2 DUE	
T Apr 9	Winter Term Lectures End. Last day to withdraw with permission from Winter Term half courses.	
Apr 12-23	Winter Final Exam Period	

Extra Research Participation Course Credit is Not Offered for this Course.

Seating During Exams

Instructors and exam invigilators are free to ask students to move seats before an exam begins or even during an exam. Students must comply with this request and refusal to do so may warrant a charge of academic misconduct.

Absence From Test/Exam

Makeup tests/exams are **NOT** an option without the approval of the instructor

<https://www.ucalgary.ca/pubs/calendar/current/g-1-1.html> At the instructor's discretion, a makeup test/exam may differ significantly (in form and/or content) from a regularly scheduled test/exam. Once approved by the instructor a makeup test/exam must be written within 2 weeks of the missed test/exam on a day/time scheduled by the instructor. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam <https://www.ucalgary.ca/registrar/exams/deferred-exams>

Travel During Exams

Consistent with University regulations, students are expected to be available to write scheduled exams at any time during the official December and April examination periods. Requests to write a make-up exam because of conflicting travel plans (e.g., flight bookings) will NOT be considered by the department. Students are advised to wait until the final examination schedule is posted before making any travel arrangements. If a student cannot write their final exam on the date assigned by the Registrar's Office, they need to apply for a deferred exam [Deferred Final Exams | University of Calgary \(ucalgary.ca\)](#) Students with an exceptional extenuating circumstance (e.g., a family emergency) should contact the Department of Psychology psyugrd@ucalgary.ca

Reappraisal of Graded Term Work <http://www.ucalgary.ca/pubs/calendar/current/i-2.html>

Reappraisal of Final Grade <http://www.ucalgary.ca/pubs/calendar/current/i-3.html>

Academic Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Accommodation-Policy.pdf>.

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Instructor Intellectual Property

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the professor(s). These

materials may NOT be reproduced, redistributed, or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Copyright Legislation

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright

(https://library.ucalgary.ca/services/copyright?_gl=1*bcjlpn*_ga*OTY1ODc0Njg0LjE2NjkxNTA1NTM.*_ga_X4GN9Y4W7D*MTY3Nzc5MjM3Ni4xNy4xLjE2Nzc3OTI4MDYuMC4wLjA) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

Freedom of Information and Protection of Privacy

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary

Student Support and Resources

<https://www.ucalgary.ca/registrar/registration/course-outlines>

Important Dates

The last day to drop this course with no "W" notation and **still receive a tuition fee refund** is **Thursday, January 18th, 2024**. Last day add/swap a course is **Friday, January 19th, 2024**. The last day to withdraw from this course is **Tuesday, April 9th, 2024**.