



# HRMT19014 *Human Resources Planning, Recruitment & Selection*

## Term 2 - 2024

Profile information current as at 05/09/2024 01:18 pm

All details in this unit profile for HRMT19014 have been officially approved by CQU University and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

In the dynamic business and employment environment, it is critical that Human Resource (HR) practitioners understand how to assist organisations to attract and retain talented people. This unit will provide you with an overview of the functions of human resource planning, recruitment and selection, including the associated legal and ethical issues. You will learn how to plan for an organisation's future staffing needs, how to identify methods to attract, recruit and select employees, and how to use HR information systems and HR analytics to support business strategy.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Prerequisite: HRMT11011

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2024

- Melbourne
- Online
- Sydney

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Online Quiz(zes)**

Weighting: 10%

#### 2. **Portfolio**

Weighting: 45%

#### 3. **Presentation**

Weighting: 45%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from SUTE comments and emails.

##### **Feedback**

Students were appreciative of the teaching quality, knowledge, resources, support and friendly approachable teaching team.

##### **Recommendation**

Keep up the commitment and engagement level and standard of the unit coordination, teaching, communication and support. Keep updating the text book, weekly contents, lecturer videos, workshop plans, assessment cases and other Moodle resources every year.

#### Feedback from SUTE comments phone conversations and emails.

##### **Feedback**

Most students could not attend noon workshop in the earlier weeks during work hours. When the evening workshops and drop-in sessions were introduced, the levels of attendance, engagement and satisfaction were higher.

##### **Recommendation**

Schedule workshops to accommodate student requirements where possible and break down the 2-hours workshop in 1-hour recorded workshop and 1-hour unrecorded drop-in session for customised support.

#### Feedback from SUTE comment

##### **Feedback**

A few students commented on the lack of clarity in assessment task details and delay in providing the additional assessment tips. Some students also found the assessment 2 feedback inadequate.

##### **Recommendation**

Make all additional assessment tips or support videos available in the assessment tile before week one. Review the assessment task details for further clarity and mention all additional resources in the task description. Ensure that more detailed in-text and customised feedback is provided for assessment 2.

## Unit Learning Outcomes

### **On successful completion of this unit, you will be able to:**

1. Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
2. Examine and justify effective job design and job analysis techniques as they relate to devising plans for future staffing needs
3. Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
4. Effectively manage the key issues in attracting and retaining talented people
5. Investigate HR information systems and analytics used in organisations.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Online Quiz(zes) - 10%	•	•	•		•
2 - Portfolio - 45%	•		•	•	
3 - Presentation - 45%	•	•		•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•
3 - Critical Thinking	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•
5 - Team Work					
6 - Information Technology Competence	•	•	•	•	•
7 - Cross Cultural Competence	•	•	•	•	•
8 - Ethical practice	•	•	•	•	•
9 - Social Innovation					
10 - Aboriginal and Torres Strait Islander Cultures					

## Textbooks and Resources

### Textbooks

HRMT19014

#### Supplementary

#### **Recruitment and Selection : Strategies for Workforce Planning and Assessment**

Edition: 1 (2020)

Authors: Carrie A Picardi

SAGE Publications

Thousand Oaks , California , United States

ISBN: 9781483385419

Binding: eBook

#### **Additional Textbook Information**

The 2020 e-book is accessible for on-line reading via CQUni Library.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

#### **You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Jennifer Chelsea Veres** Unit Coordinator

[j.veres@cqu.edu.au](mailto:j.veres@cqu.edu.au)

## Schedule

### **Week 1 - 08 Jul 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Human Resource Planning	Chapter 1 of the textbook Lecture 1 PowerPoint Slides Pre-recorded Lecture 1 Video Additional resources in the unit Moodle site Week 1 Learning Activities	

### **Week 2 - 15 Jul 2024**

Module/Topic	Chapter	Events and Submissions/Topic
The Recruitment Strategy and Process	Chapter 6 of the textbook Lecture 2 PowerPoint Slides Pre-recorded Lecture 2 Video Additional resources in the unit Moodle site Week 2 Learning Activities	

**Week 3 - 22 Jul 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Legal Compliance and Ethical Considerations	Chapter 2 of the textbook Lecture 3 PowerPoint Slides Pre-recorded Lecture 3 Video Additional resources in the unit Moodle site Week 3 Learning Activities	<b>Assessment 1 Quiz 1</b> from topics of week 1 and 2 Closes on Sunday, 28 July 2024 @ 11:45 pm AEST

**Week 4 - 29 Jul 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Job Analysis, Design and Competency Model Development	Chapter 3 & 4 of the textbook Lecture 4 PowerPoint Slides Pre-recorded Lecture 4 Video Additional resources in the unit Moodle site Week 4 Learning Activities	

**Week 5 - 05 Aug 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Job Evaluation and Attracting the Best Talent	Chapter 5 of the textbook Lecture 5 PowerPoint Slides Pre-recorded Lecture 5 Video Additional resources in the unit Moodle site Week 5 Learning Activities	<b>Assessment 1 Quiz 2</b> from topics of week 3 and 4 Closes on Sunday, 11 August 2024 @ 11:45 pm AEST

**Vacation Week - 12 Aug 2024**

Module/Topic	Chapter	Events and Submissions/Topic
		Personal Review

**Week 6 - 19 Aug 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Selection and Interview Strategy	Chapter 7 of the textbook Lecture 6 PowerPoint Slides Pre-recorded Lecture 6 Video Additional resources in the unit Moodle site Week 6 Learning Activities	

**Week 7 - 26 Aug 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Strategic Selection Approaches	Chapter 8 and 9 of the textbook Lecture 7 PowerPoint Slides Pre-recorded Lecture 7 Video Additional resources in the unit Moodle site Week 7 Learning Activities	<b>Assessment 1 Quiz 3</b> from topics of week 5 and 6 Closes on Sunday, 01 SEP 2024 @ 11:45 pm AEST

**Week 8 - 02 Sep 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Contemporary Selection Methods	Chapter 9 of the textbook Lecture 8 PowerPoint Slides Pre-recorded Lecture 8 Video Additional resources in the unit Moodle site Week 8 Learning Activities	<b>PORTFOLIO (45%)</b> Due: Week 8 Friday (6 Sept 2024) 11:45 pm AEST

**Week 9 - 09 Sep 2024**

Module/Topic	Chapter	Events and Submissions/Topic

The Selection Decision and Contracts  
 Chapter 10 of the textbook  
 Lecture 9 PowerPoint Slides  
 Pre-recorded Lecture 9 Video  
 Additional resources in the unit  
 Moodle site  
 Week 9 Learning Activities

#### Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Evaluation of Recruitment and Selection	Lecture 10 PowerPoint Slides Pre-recorded Lecture 10 Video Additional resources in the unit Moodle site Week 10 Learning Activities	

#### Week 11 - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Human Resource Management Information Systems and Analytics	Lecture 11 PowerPoint Slides Pre-recorded Lecture 11 Video Additional resources in the unit Moodle site Week 11 Learning Activities	

#### Week 12 - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
International Perspectives	Lecture 12 PowerPoint Slides Pre-recorded Lecture 12 Video Additional resources in the unit Moodle site Week 12 Learning Activities	<b>Presentation</b> Due: Week 12 Friday (4 Oct 2024) 11:45 pm AEST

#### Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

#### Exam Week - 14 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

## Assessment Tasks

### 1 Online Quizzes

#### Assessment Type

Online Quiz(zes)

#### Task Description

Students are to complete three (3) online quizzes. Only the top two scores will be considered toward the final Assessment 1 score.

These will be conducted during Weeks 3, 5 and 7 and are accessible through the 'Assessment Block' of the unit Moodle site.

Online quizzes open on Monday at 8.00 a.m. of the respective week and close on Sunday at 11.45 p.m. of the same week.

You may attempt each quiz once only. You may complete 10 questions in each quiz in a single 20-minute period.

There are no alternatives to online quizzes. No extensions are allowed for quizzes.

Quizzes will cover learning material from selected weeks as indicated below;

Online Quiz 1 - will cover material from Weeks 1 and 2 (5 marks)

Online Quiz 2 - will cover material from Weeks 3 and 4 (5 marks)

Online Quiz 2 - will cover material from Weeks 5 and 6 (5 marks)

Number of Quizzes: 3

#### Number of Quizzes

## Frequency of Quizzes

Other

## Assessment Due Date

Quizzes can only be completed through the unit Moodle site

## Return Date to Students

### Weighting

10%

### Assessment Criteria

A correct answer will receive full marks and an incorrect answer will not attract negative marks.

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine and justify effective job design and job analysis techniques as they relate to devising plans for future staffing needs
- Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
- Investigate HR information systems and analytics used in organisations.

## 2 PORTFOLIO (45%)

### Assessment Type

Portfolio

### Task Description

This assessment requires students to prepare a portfolio. A portfolio can be seen as both a product and a process:

- As a product, it holds the work records and documents you have produced during the unit and represents an edited collection of your learning achievements.
- As a process, it enables you to monitor your own learning systematically, reflect on your learning performance, present a coherent account of your achievements, and obtain feedback on your learning.

This individual assessment task should be 1500 words (+/- 10%) and accounts for 45% of the marks for this unit. The portfolio comprises **six (6) parts**.

**Part 1** - Short Answer Question (600 words) - Significance of Recruitment and Selection - Critically discuss the significance of recruitment and selection to organisations today.

**Part 2** - Position Description (300 words) - Interview a person known to you who is employed as a graduate employee and based on the analysis for his/her current job role prepare a position description.

**Part 3** - Resume (300 words) - Assuming that you will soon graduate from CQUniversity, prepare your resume to apply for a "HR Recruitment Consultant" or a similar position recently advertised on [www.seek.com.au](http://www.seek.com.au). You must search for an actual job advertisement. You may use a preferred resume format.

**Part 4** - Resume self reflection (300 words) - Justify your choice of resume format used in Part 3 above.

**Part 5** - References (not included in the word count) - Integrate a minimum of eight (8) recent peer reviewed scholarly references. These references are to back up your analysis provided in Part 1 and Part 4.

**Part 6** - Appendices (not included in the word count) - You should include the following appendices; (a) interview questions and responses used in Part 2 above, and (b) a copy of the advertisement referred to in Part 3 above.

**Important:** Before commencing this task, carefully read the detailed assessment task and marking rubric available on the unit Moodle site.

### Assessment Due Date

Week 8 Friday (6 Sept 2024) 11:45 pm AEST

All submissions are to be uploaded using the respective assessment link available in the unit Moodle site.

### Return Date to Students

Assessments will be returned after the marking and moderation processes are completed (usually within two weeks of submission)



## Weighting

45%

### Assessment Criteria

Your portfolio will be assessed on the extent to which it meets each of the following criteria:

- **Analysis and Justifications (30%)** - Critical analysis and a clearly integrated and well-developed argument to respond to all parts of the assessment task.
- **Integration of theory and literature (20%)** - Integration of relevant theory, concepts, models, and frameworks.
- **Research (20%)** - Demonstration of extensive research and understanding of the relevant material. Integrates a minimum of eight (8) peer-reviewed scholarly journal articles published in the last 10 years (2014-2024) (less than the minimum is not eligible for a pass in this section).
- **Self-Reflection (10%)** - Reflection of your qualifications, abilities, experience, and decisions with reference to the assessment Part 3.
- **Presentation, referencing, organisation, structure, communication (20%)** - Following the recommended format, structure and presentation. Consistent use of APA style of referencing. Correct spelling, expression, grammar and use of language.

Penalties for late submissions are applied according to CQUniversity policy [-5% × 45 = -2.25 marks per day for every day the assessment is late. A late penalty is deducted from the total marks obtained by the student.]

**Important:** Plagiarism and other forms of academic misconducts are taken very seriously. Such incidents will be reported and may result in a “zero” mark.

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

Online

### Submission Instructions

Online submission only through the unit Moodle site

### Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine the most common recruitment strategies and be able to identify their accompanying benefits and risks
- Effectively manage the key issues in attracting and retaining talented people

## 3 Presentation

### Assessment Type

Presentation

### Task Description

This assessment requires you to read a business scenario (provided in the unit Moodle site) and make a 10-minutes individual recorded presentation.

You may opt for a PowerPoint video voice-over or similar software application in this process (should be able to see the presenter to assess presentation skills).

In your presentation, you should assume that you are an external HR recruitment consultant and address the following:

- Identify key issues in recruiting and selecting staff in a business scenario.
- Critical analysis of the current situation using academic literature.
- Identify potential business, ethical, and legal considerations.
- Provide evidence-based recommendations to manage the key issues in recruiting and selecting staff for the respective organisation.
- Incorporate a minimum of five (5) recent (2014-2024) peer-reviewed journal articles to justify your arguments.
- Critically reflect on your selections of solutions and process of applying HRP and staffing tools.

Important: Before commencing this task, carefully read the detailed assessment task and marking rubric available on the unit Moodle site.

### Assessment Due Date

Week 12 Friday (4 Oct 2024) 11:45 pm AEST

Upload through unit Moodle site

## Return Date to Students

Assessments will be returned after the certification of grades

### Weighting

45%

### Assessment Criteria

Your presentation will be assessed on the extent to which it meets each of the following criteria:

- **Introduction (10%)** - Introduction of the task and issues in the scenario (as an external HR recruitment consultant).
- **Analysis and application of knowledge (15%)** - Critical analysis and application of relevant knowledge. Use of at least 5 recent peer-reviewed journal articles throughout the presentation.
- **Conclusion and recommendations (15%)** - Clarity and conciseness of conclusion and the appropriate evidence-based recommendations.
- **References (10%)** - Appropriate use of APA referencing to justify your points in the text and provide a 'References' list. Consistent use of APA style of referencing.
- **Presentation delivery (15%)** - Clear articulation and engaging presentation of ideas. Demonstrates professionalism. Appropriate voice tone and body language during the presentation.
- **Visual Aids (15%)** - Competent and appropriate use of visual aids. Professional use of PowerPoint features such as font size, font colours, schematic diagrams and tables. Followed the assessment guidelines regarding the use of the PowerPoint voice-over or similar type of software for the presentation.
- **Reflection (20%)** - Critically reflect on your selections of solutions and process of applying HRP and staffing tools.

Penalties for late submissions are applied according to CQUniversity policy [-5%× 45 = -2.25 marks per day for every day the assessment is late. A late penalty is deducted from the total marks obtained by the student.]

Important: Plagiarism and academic misconduct are taken very seriously. Such incidents will be reported and may result in a "zero" mark.

### Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

### Submission

No submission method provided.

### Submission Instructions

Before commencing this task, carefully read the detailed assessment task, submission instruction and marking rubric available in the unit Moodle site.

### Learning Outcomes Assessed

- Demonstrate comprehensive understanding of the importance of effective planning for future organisational staffing requirements including the legal and ethical considerations when recruiting and selecting staff
- Examine and justify effective job design and job analysis techniques as they relate to devising plans for future staffing needs
- Effectively manage the key issues in attracting and retaining talented people
- Investigate HR information systems and analytics used in organisations.

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem