UNIVERSIDADE LUSÍADA
LISBOA

Course Unit Program
Personnel Recruitment and Selection

Academic Year 2023/2024

1. Organic Unit

Faculty of Business and Economic Sciences

2. Course

Human Resource Management

3. Cycle

1st

4. Course Unit

Personnel Recruitment and Selection (11319)

5. Scientific Area

6. Curricular Year

2nd

7. Type of Curricular Unit / Semester

2nd Semester

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8. Class type and workload (work time)

Theoretical classes:	
Practical classes:	
Theoretical-Practical Classes	30,00
Tutorial Guidance:	20,00

9. ECTS Credits

6,00

10. Scientific Area Coordinator

11. Regent

Prof. Doutora MARIA MANUELA MARQUES FAIA CORREIA

12. Assistants

13. Teaching Language

Portuguese

14. General Objectives

Contextualize the dynamic process of Selection as an instrument of Strategic Management of Human Resources.
Know methods and techniques of Selection and Placement, the various types of validity and fidelity.
Provide students with a conceptual and operational knowledge of recruitment and selection of personnel, including the ethical and legal dimension, methods and sources of recruitment, techniques and tools for evaluation, selection and decision.

15. Specific Objectives

Introduction to the concepts, models, methods and techniques and perspectives for selecting and placing people. Illustration through examples and practical cases. Practical knowledge of Selection methods and techniques, of their validity and fidelity and of the ethical and deontological limitations inherent in the whole process.

16. Skills to be acquired

- Know in depth the frameworks of both Human Resource Management and other Organizational Sciences.
- Know and master the methods and techniques for selecting and recruiting people.
- Know how to decide based on information from multiple sources.

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17. Teaching Methodology

The teaching will have an eminently practical character and will be amply illustrated through cases and simulations. Tutorial sessions will be used to support short papers of academic nature and case development.

18. Course Unit Program

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1. Introduction - Resourcing ? Recruitment, selection and retention
What is resourcing?
What is recruitment? What is selection? What is retention?
Decision-making and evaluation
Adding value
Integration with other HRM activities.
2. The resourcing environment
Introduction
The political context
The economic context
The social context
The technological context
The legal context
The environmental context
3. Human resource planning
What is HR planning?
Stages in traditional human resource planning
Forecasting future demand for human resources
Forecasting internal supply
Forecasting external supply
IT applications
The use of HR planning in practice
4. Job analysis and job design
Managing vacancy scenarios
Job analysis
Problems with the job analysis approach
Competency frameworks
Job design
Job sculpting
5. Recruitment advertising
Introducing recruitment
Internal, external and mixed recruitment
Advertising in the media
Social media
6. Alternative recruitment methods
Informal approaches
Agencies
Education liaison
7. Employer branding and Employee value proposition
Defining employer branding and employee value proposition
Establishing an employer brand
8. Selection ? the classic trio
Research in employee selection

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Application forms
Shortlisting
Electronic sifting
Problems with interviews
The survival of the traditional interview
Varieties of interview format
Varieties of interview question
Structuring interviews
Remote interviews
Employment references
9. Advanced methods of employee selection
Biodata
Ability testing
Personality testing
Professional issues in the use of selection tests
Assessment centers

10.The new employee
Contracts of employment
The psychological contract
Induction

19. Assessment Methods

2 written tests (weighting factor 3).
Individual Dossier with the following elements - CV (free and Europass), Resumé,Interview grid for analysis of a role in HRM, Interview, Job requirements and advertisement, Selection interview grid (weighting factor 2.5).

20. Didactic Resources

Bibliographic references. Videos and webinars. Scientific papers. Case studies and simulations.

21. Sustainability Objectives

SDG 4: Quality Education
SDG 8: Decent work and economic growth

22. Keywords

Resourcing
Recruiting
Selection
Assessment Methods and Techniques

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23. Main Bibliography

Author(s):	Gomes, J. F.; Cunha, M. P.; Rego, A; Campos e Cunha, R. &, Marques.C		
Title:	Manual de Gestão das Pessoas e do Capital Humano		
Edition:	1ª	Year:	2008
Local:	Lisboa		
Publisher:	Sílabo		

Author(s):	Taylor, S.		
Title:	Resourcing and Talent Management.		
Edition:	8	Year:	2022
Local:	London		
Publisher:	Kogan Page. Chartered Institute of Personnel and Development.		

Author(s):	Landers, R. & Schmidt (Eds)		
Title:	Social media in employee selection and recruitment : theory, practice, and current challenges.		
Edition:	1ª	Year:	2016
Local:	Switzerland		
Publisher:	Springer		

24. Complementary Bibliography

Author(s):	J. L. Farr & N. T. Tippins		
Title:	Handbook of employee selection		
Edition:	2	Year:	2017
Local:	London		
Publisher:	Routledge		

Author(s):	Taylor, I		
Title:	The assesment and selection handbook: Tools techniques and exercises for effective recruitment and d		
Edition:	1ª	Year:	2008
Local:	London		
Publisher:	Kogan Page. Chartered Institute of Personnel and Development.		

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Ficha técnica MIP / MIP Datasheet	
Título / Title	Course Unit Program 'SELECÇÃO RECRUTAMENTO': Academic Year 2023/2024
Autor / Author	Prof. Doutora MARIA MANUELA MARQUES FAIA CORREIA
Classificação / Classification	-
Descritores / Descriptors	-
Colaborador(es) / Colaborator(s)	-
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