



Course Description

MAN4361 | Organizational Staffing | 3.00 credits

This course provides the student with an overview of the staffing function in organizations, including the topics of job analysis, forecasting, recruitment, selection, retention and turnover. It serves as an introductory course for the prospective human resources manager and as a survey of responsibility and activities of any manager with supervisory responsibilities. Prerequisite: MAN3025, MAN3301.

Course Competencies:

Competency 1: The student will demonstrate the ability to describe strategic staffing by:

1. Defining strategic staffing, describing the importance of strategic staffing, and describing the functions of strategic staffing
2. Analyzing how a firm's business strategy impacts the staffing strategies
3. Evaluating the types of employment relationships and legal structure

Competency 2: The student will demonstrate the ability to conduct strategic job analysis and competency modeling by:

1. Describing types and methods of job analysis, planning and conducting job analysis, competency modeling, and job reward analysis
2. Analyzing workforce planning process, forecasting firm's labor demand,
3. forecasting the external market, resolving the gap between demand and supply of labor

Competency 3: The student will demonstrate the ability to conduct sourcing and recruitment functions by:

1. Comparing and contrasting sourcing methodologies, creating a sourcing plan, sourcing a non-traditional applicant pool, analyzing global sourcing and geographic targeting
2. Defining and describing various recruiting methods, recruiter characteristics, training and developing recruiters, developing applicant
3. attraction strategies, achieving recruitment consistency

Competency 4: The student will demonstrate the ability to create and validate assessment methods by:

1. Comparing and contrasting assessment methods
2. Analyzing the methods of creating and validating assessment methods utilizing statistical techniques
3. Analyzing methods of assessing internal and external candidates

Competency 5: The student will demonstrate the ability to analyze workforce management techniques by:

1. Illustrating the methods of choosing a candidate, job offer strategies, analyzing employment contract, presenting a job offer, negotiating, closing the deal
2. Evaluating methods of orientation and socialization of new employees, managing the flow of workforce, succession planning
3. Analyzing methods of redeploying talent, turnover, involuntary employee separation
4. Analyzing methods of staffing system evaluation

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Use quantitative analytical skills to evaluate and process numerical data
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information