MGT 241Human Resources Planning and Staffing

# *Dr. RandaAlyafi Office Hours:*

# *Associate Professor Sat, Mon, & Wed: 8:00-900*

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**Course Objectives:**

This course provides students with knowledge of the basic principles of the strategic planning for humanresources, as part of an organization's comprehensive planning. It includes such processes as job analysis,

manpower planning and recruitment, selection and appointment.

**Pre-requisite :**MGT 102 Human Resources Management

**Text:**

* Philips, Jean M., & Gully, Stanley M. (2012). **Opportunities Strategic Staffing.** 2nded. UK: Pearson Education International

**Grading:**

* Midterm **(Wed24/4/1434=6/3/2013)** 25 Points
* Two quizzes (5 point each) 10 Points
* Group case Study 5 Points
* Team project 10 Points
* Presentation 5 Points
* Participation 5 Points
* Final 40 Points

**Course Description:**

You will learn in this course how you can hire employees using diverse methods of selection. You will learn this by lectures, readings, case study, team project, and exercises.

**Strategic staffing describes how to:**

* Develop a staffing strategy that reinforces business strategy
* Forecast talent needs and labor supply and plan accordingly
* Conduct a job or competency analysis and a job rewards analysis
* Strategically source potential recruits
* Recruit and select the right people
* Negotiate with and hire top candidates
* Socialize, deploy, and retain talent
* Manage turnover
* Use staffing metrics and conduct staffing system evaluations

**Expected outcomes:**

Upon completing this course you should be able to be knowledgeable concerning:

* Organizational staffing models
* The relationship between HR planning and organizational strategic management
* Identifying Knowledge, Skills, Abilities, and other required to perform a job successfully.
* Choosing among commercially available testing procedures as appropriate.
* Interviewing, testing, assessment, and checking references.

**Commitment to Ethical Behavior:**

It is understood that each student will be committed to ethical behavior in the course. It is unethical to:

* Ask the professor to raise your grades unjustifiably
* Ask the professor to use a certain type of questions in the examination and leave another type.
* Ask the professor to grant you a special benefit or status, or override class rules for your sake.
* Ask the professor to change course requirements or reassign grades among various course requirements.

**Team Project**

Students will work in teams should select a national or international company, answering the nine elements of the staffing strategy (table 2-6, P 36). Then, each group will present their answers to the class and provide the instructor a written paper in a white folder. The written paper should be about 2-3 pages.

**Attendance and participation**

Attendance, attitude, and preparation are important. Students are expected to be willing to study and learn, being ready to answer questions when called upon, volunteering answer to questions or asking questions, and actively listening to the instructor and other class members.

**Quizzes and case study:**

There will be **Two** announced quizzes. **If any student missed a quiz one point will be deducted from her grades.**

**1st Quiz: Wed 17/4/1434=27/2/2013**

**2nd Quiz: Mod 5/6/1434=15/4/2013**

Students will read a case study in class and answer all the attached questions in groups.

**Examination(Wed24/4/1434=6/3/2013)**

The examinations may consist of multiple choice, true/false, and essay questions which measure the ability to know and apply principles of good planning and staffing skills. Make-up exams are not permitted except in cases of verified emergencies or other special circumstances, and the burden of producing verification would be yours. In such cases, you must still notify me at the earliest possible opportunity, and submit evidence to document the special circumstances (do not wait to be asked to do so). Make-up exams will be held on **Mond (3/7/1434=13/5/2013)** covered all the chapters discussed in this semester.

**Topics:**

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| **Date** | **Topic** | **Ch** |
| Week 1 | Strategic Staffing | 1 |
| Week 2& 3 | Business and Staffing Strategies | 2 |
| Week 4 | Strategic Job Analysis and Competency Modeling | 4 |
| Week 5 & 6 | Forecasting and Planning | 5 |
| Week 6  |  Midterm |
| Week 7 & 8 | Sourcing | 6 |
| Week 9 & 10 | Recruiting | 7 |
| Week 11 | Assessing External Candidates (selected concepts) | 9 |
| Week 12 | Assessing Internal Candidates (selected concepts) | 10 |
| Week 13 | Choosing and Hiring Candidates | 11 |
| Week 14 | Managing Workforce Flow (selected concepts) | 12 |
| Week 15 | Review |  |