

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

PSYC 3200: Industrial Psychology: Personnel Selection

Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 4.0 h + Seminar 0.0 h + Lab. 0.0 h

Credits: 3.0

Transfer Credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

This course examines the science and practice of a specialized field of Industrial/Organizational Psychology called Personnel Selection. Students will learn about how Industrial Psychologists assess jobs and assess people in order to make personnel selection decisions. Lectures, small group experiential learning exercises, and participation in a major group project are used to develop an understanding of the field of Personnel Selection as well as to provide opportunities to apply the knowledge thus gained. Topics include job analysis, test validation, utility analysis, assessment of intellect and personality, and job simulations.

Prerequisite(s): A minimum "C-" grade in PSYC 1115 and 1215; or a minimum "C-" grade in BUSM 2200.

Learning Outcomes:

Upon successful completion of this course, students will be able to...

1. Describe the process of designing a selection system, from job analysis, to identification and development of selection tools, to implementation.
2. Describe the pros and cons of various approaches to job analysis and best practices in identifying KSAO's (Knowledge, Skills, Abilities, and Other) and competency development.
3. Carry out a basic job analysis using a structured job analysis tool.
4. Describe best practices in performance management, comparing and contrasting different approaches such as BARS (Behaviourally Anchored Rating Scales), BOS (Behavioural Observation Scales), etc.
5. Apply basic measurement concepts (correlational methods) to critically evaluate the reliability and validity of various types of personnel selection tests.
6. Describe best practices in interview development, specifically the advantages of structured versus unstructured interviews.
7. Critique various personnel selection practices in terms of fairness and equity.
8. Apply concepts such as correlation and regression to describe best practices in the validation of personnel selection tools and programs.
9. Describe the concept of utility cost in the context of decision making.
10. Work collaboratively with others and demonstrate effective group process management including delegation skills and conflict management.

Instructor(s): TBA
Office: TBA
Office Hours: TBA

Phone: (604) 323-XXXX
Email: TBA

Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

For textbook information, visit https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

Assessments and Weighting:

Final Exam 20%

Other Assessments 80%

[An example of other assessments might be:]

Two Midterms 20%

Discussion Postings 10%

Assignments 20%

Group Project 30%

Grading System:

Specific grading schemes will be detailed in each course section outline.

Information unavailable, please consult Department for details.

Topics Covered:

[Topics covered may vary by instructor. An example of topics covered might be:]

- Introduction to the field of Industrial / Organizational Psychology
- Measurement concepts: individual differences, reliability, validity, regression, correlation. Conducting a validation study: the case of MTS.
- Job Analysis: Profiling jobs, KSAO's, competencies. Methods and best practices. Conducting a basic job analysis using the critical incident technique.
- Performance Measurement: Models of job performance, methods for assessing employee performance (BARS, 360-degree assessment). Developing a competency-based performance appraisal system using BARS.

- Cognitive Ability Testing: Definition and measurement of intelligence and “g”. Issues in measurement of IQ. Validity of measures of IQ.
- Personality Assessment: Models of personality measurement. Focus on the Big 5. Validity of personality testing and tests. Review of key personality measures. Honesty testing. Emotional intelligence.
- Assessment Centers: Defining the assessment center method. Types of simulations and associated validity. Work samples and simulations. Leadership.
- The Selection Interview: Types of employment interviews: situational, behavioural, structured versus unstructured interviews. Evidence on validity.
- Decision Making: Translating validity into utility. Combining selection data. Types of error in decision making. Methods of measuring utility.

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies:

Information unavailable, please consult Department for details.