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**OAKLAND UNIVERSITY**  
**HRD 3430 – Staffing & Performance Evaluation**  
Winter 2018 - - Online

<b>Instructor</b>	Tom Giberson, Ph.D., giberson@oakland.edu
<b>Office Hours</b>	by appointment -- 495C Pawley Hall
<b>Course Description</b>	This course studies the need for and approaches to identifying and developing job performance criteria through job analysis and selecting and developing assessment techniques primarily within the context of employee selection and performance appraisal with the goal of enhancing the quality, performance and satisfaction of individuals, groups and organizations.
<b>Required Text</b>	Denisi, A.S. & Griffin, R.W. (2018). <i>HR 4<sup>th</sup> edition</i> . South-Western, Mason: OH.
<b>Course Objectives</b>	After completing this course, students will be able to: <ol style="list-style-type: none"><li>1. Understand HRD's role in supporting several aspects of individual and organizational performance.</li><li>2. Understand the core HRM functions.</li><li>3. Understand and apply job analysis, performance evaluation, and behavioral interview concepts.</li></ol>
<b>Expectations</b>	<ul style="list-style-type: none"><li>• Don't panic. If something doesn't make sense . . . ask!</li><li>• Be prepared. In my own preparation, <i>I assume that you have at minimum completed the assigned readings and activities assigned.</i></li><li>• Think critically and provide constructive feedback.</li></ul>
<b>Academic Conduct</b>	Students are expected to uphold standards of academic honesty as outlined in the Oakland University undergraduate catalog under the section titled, "Academic Conduct". Academic dishonesty may result in a numerical grade of 0.0 for this course.
<b>Federal ADA Statement</b>	Students with special needs are urged to identify themselves to the faculty and address their concerns. Additional help can be obtained through the Office of Disability Support Services, 106 North Foundation Hall.

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**Evaluation & Grading** You will be evaluated based upon the quality of your work and writing.

<u>Grading</u>	<u>points total:</u>
Quizzes	195 points
Individual Project	120 points
Media Quizzes	130 points
Essays	80 points

**Chapter Essays** You will be assigned an essay for most chapters. Your essays will be based upon ethical issues in HR, the “closing case” in the book, or based upon the chapter video. You will enter (as in type) your essay for grading into moodle. Each essay MUST be a minimum of 250 words. If you submit 249 words or less, the maximum grade you will earn is 5/10.

Essays close at 11:55 pm of the following Monday. Thus, if the week starts on Monday the 1<sup>st</sup>, the essay will close at 11:55 pm on Monday the 8<sup>th</sup>. No late essays will be accepted.

**Moodle Quizzes** You are assigned multiple quizzes this semester on Moodle. Each quiz is 15 questions worth one point each; you can complete the quiz two (2) times, and your average grade of those two attempts will be your final grade.

Quizzes close at 11:55 pm of the following Monday. Thus, if the week starts on Monday the 1<sup>st</sup>, the quiz will close at 11:55 pm on Monday the 8<sup>th</sup>. No late quizzes will be accepted

**Media Quiz** For each chapter, there is a media quiz on our text’s website. For each, you will watch a video then answer questions based upon what you’ve learned from the chapter materials.

You can complete the media quiz 2 times, and only the higher score will count. Media quizzes are due at the same time as moodle assignments.

**Individual Project** You will complete two small projects. First, you will conduct a job analysis and create a job description. Second you will develop a behavioral interview based upon the job you analyze. These will be submitted via moodle for grading.

*If you do not complete these two projects in full, you will fail this class with a 2.0 or lower, regardless of the other points you earn.*

Check moodle for due dates and detailed instructions.

**Exams** There will not be a mid term or final exam.

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### HRD 372 - Course Schedule\*

<u>Week</u>	<u>Assignment</u>	<u>Class</u>
1/8-1/15	<b>Log into Coursemate.</b> <ul style="list-style-type: none"><li>• SEE your new text with fresh code and</li><li>• SEE MOODLE for course code</li></ul> <b>Read Chapter 1: Nature of HRM</b>  <u>Course Mate:</u> <ul style="list-style-type: none"><li>• Complete Media Quiz</li></ul> <u>Moodle:</u> <ul style="list-style-type: none"><li>• Essay based upon Closing Case: Questions 1-3</li><li>• Quiz</li></ul>	ONLINE
1/15-1/22	<b>Read Chapter 2: Legal Environment</b>  <u>Course Mate:</u> <ul style="list-style-type: none"><li>• Complete Media Quiz</li></ul> <u>Moodle:</u> <ul style="list-style-type: none"><li>• Essay based on Closing Case: Questions 1-4</li><li>• Quiz</li></ul>	ONLINE
1/22-1/29	<b>Read Chapter 3: The Global Environment</b>  <u>Course Mate:</u> <ul style="list-style-type: none"><li>• Complete Media Quiz</li></ul> <u>Moodle:</u> <ul style="list-style-type: none"><li>• Quiz</li></ul>	ONLINE
1/29-2/5	<b>Read Chapter 4: The Competitive Environment</b>  <u>Course Mate:</u> <ul style="list-style-type: none"><li>• Complete Media Quiz</li></ul> <u>Moodle:</u> <ul style="list-style-type: none"><li>• Essay based on Closing Case: Questions 1-3</li><li>• Quiz</li></ul>	ONLINE

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Week	Assignment	Class
2/5- 2/12	<b>Read Chapter 5: Information for Making HR Decisions</b>	ONLINE
	<u>Course Mate:</u> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <u>Moodle:</u> <ul style="list-style-type: none"> <li>• Quiz</li> </ul> <u>Individual Project:</u> <b>Conduct a job analysis and then create a job description based upon the results of your job analysis. DUE 2/26 on Moodle</b>	
2/12- 2/19	<b>Read Chapter 6: Human Resource Decision Making In Organizations</b>	ONLINE
	<u>Course Mate:</u> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <u>Moodle:</u> <ul style="list-style-type: none"> <li>• Essay based on Closing Case: Questions 1-4</li> <li>• Quiz</li> </ul>	
2/19- 2/26	WINTER BREAK	
2/26- 3/5	<b>Read Chapter 8: Managing a New and Diverse Workforce</b>	ONLINE
	<u>Course Mate:</u> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <u>Moodle:</u> <ul style="list-style-type: none"> <li>• Essay based on Closing Case: Questions 1-2</li> <li>• Quiz</li> </ul>	
3/5- 3/12	<b>Read Chapter 7: Recruiting, Selecting, Training and Developing Employees</b>	ONLINE
	<u>Course Mate:</u> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <u>Moodle:</u> <ul style="list-style-type: none"> <li>• Essay based on Closing Case: Questions 1-3</li> <li>• Quiz</li> </ul> <u>Individual Project:</u> <ul style="list-style-type: none"> <li>• <b>Create a behavioral interview. Due 12/3</b></li> </ul>	

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<u>Week</u>	<u>Assignment</u>	<u>Class</u>
3/12- 3/19	<p><b>Read Chapter 9: Compensation and Benefits</b></p> <p><u>Course Mate:</u></p> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <p><u>Moodle:</u></p> <ul style="list-style-type: none"> <li>• Quiz</li> </ul> <p><b>Individual Project:</b></p> <ul style="list-style-type: none"> <li>• <b>Job Descriptions Due 3/19 on Moodle</b></li> </ul>	ONLINE
3/19- 3/26	<p><b>Read Chapter 10: Performance Appraisal &amp; Career Management</b></p> <p><u>Couse Mate:</u></p> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <p><u>Moodle:</u></p> <ul style="list-style-type: none"> <li>• Essay based on Closing Case: Questions 1-2</li> <li>• Quiz</li> </ul>	ONLINE
3/26- 4/2	<p><b>Read Chpt 12: Safety, Health, Well-Being, and Security</b></p> <p><u>Course Mate:</u></p> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <p><u>Moodle:</u></p> <ul style="list-style-type: none"> <li>• Quiz</li> </ul>	ONLINE
4/2- 4/9	<p><b>Read Chapter 13: Motivation at Work</b></p> <p><u>Course Mate:</u></p> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <p><u>Moodle:</u></p> <ul style="list-style-type: none"> <li>• Essay based on Closing Case: Questions 1-3</li> <li>• Quiz</li> </ul> <p><b>Individual Project:</b></p> <ul style="list-style-type: none"> <li>• <b>Behavioral Interview Due 4/9</b></li> </ul>	ONLINE
4/9- 4/16	<p><b>Read Chapter 14: Managing and Enhancing Performance: The Big Picture</b></p> <p><u>Course Mate:</u></p> <ul style="list-style-type: none"> <li>• Complete Media Quiz</li> </ul> <p><u>Moodle:</u></p> <ul style="list-style-type: none"> <li>• Quiz</li> </ul>	ONLINE
<b>NO FINAL EXAM</b>		

\*This online course allows you to work ahead if you so choose—dates are provided to give yo