

• Faculté des sciences économiques

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### **Recruitment and Personnel Selection (5EN1035)**

| Filières concernées  | Nombre d'heures | Validation | Crédits<br>ECTS |
|--|-----------------|------------|-----------------|
| Bachelor en sciences économiques, orientation comptabilité/finance   | Cours: 2 ph     | écrit: 2 h | 3               |
| Bachelor en sciences économiques, orientation économie politique     | Cours: 2 ph     | écrit: 2 h | 3               |
| Bachelor en sciences économiques, orientation management             | Cours: 2 ph     | écrit: 2 h | 3               |
| Bachelor en sciences économiques, orientation ressources humaines    | Cours: 2 ph     | écrit: 2 h | 3               |
| Bachelor en sciences économiques, orientation systèmes d'information | Cours: 2 ph     | écrit: 2 h | 3               |

ph=période hebdomadaire, pg=période globale, j=jour, dj=demi-jour, h=heure, min=minute

#### Période d'enseignement:

Semestre Automne

#### Equipe enseignante:

Professeur : Katarzyna JAGODZINSKA PhD Bureau R. 167 Institut de l'entreprise Rue A.-L. Breguet 2, CH-2000 NEUCHATEL +41 32 718 1567 katarzyna.jagodzinska@unine.ch

#### **Objectifs:**

This course aims at providing the students with the basic elements and concepts needed to analyze, discuss and evaluate scenarios characterized by the choices related to human resource selection and recruitment within the international businesses environment. The course will focus on such issues as : job analysis, job performance, selection measures & procedures, application assessments, training and experience evaluations, job interview and personality assessment. From a practical perspective, the students will personally experience the recruitment process in the course of mock job interviews, simulation exercises, class discussions and work on their CVs in order to become better recruiters themselves. This course will aim to build a bridge between selection/recruitment and the general human resource management practice.

#### Contenu:

The major components of this course are as follows:

- Foundation for a selection program
- Measurement in selection
- Selection measures and procedures

Analysis of these aspects in the context of managing multicultural teams and internationalization of business affairs.

#### Forme de l'évaluation:

#### E + EI

E : Written exam during the exam session covering the whole of the class material EI : Written exam at the end of the semester + continuous evaluation (active in-class participation, case studies, presentations and managerial simulation games) during the semester

#### Rattrapage : 2-hour written exam during the exam session

Important: notes, texts, books and other documentation, as well as computers, connected phones and other connected electronic devices are not allowed in the examinations.

In case of violation of these rules, these items will be removed and the exam will be considered void.

#### **Documentation:**

#### Compulsory readings

URLs



# DESCRIPTIFS DES COURS 2016-2017

- Faculté des sciences économiques
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Gatewood, R., Feild, H., & Barrick, M. (2015, 8th edition). Human resource selection. Cengage Learning, ISBN 9781305102682 Cases - Harvard Business Review (to be provided on Moodle by the lecturer) Other articles and materials assigned by the professor.

#### Forme de l'enseignement:

Theory, examples and practical exercises, case study analysis, simulation games, mock interviews, class discussions.