

- Faculté des sciences économiques
- [www.unine.ch/seco](http://www.unine.ch/seco)

### Recruitment and Personnel Selection (5EN1035)

Filières concernées	Nombre d'heures	Validation	Crédits ECTS
<b>Bachelor en sciences économiques, orientation comptabilité/finance</b>	<b>Cours: 2 ph</b>	Voir ci-dessous	3
<b>Bachelor en sciences économiques, orientation économie politique</b>	<b>Cours: 2 ph</b>	Voir ci-dessous	3
<b>Bachelor en sciences économiques, orientation management</b>	<b>Cours: 2 ph</b>	Voir ci-dessous	3
<b>Bachelor en sciences économiques, orientation ressources humaines</b>	<b>Cours: 2 ph</b>	Voir ci-dessous	3
<b>Bachelor en sciences économiques, orientation systèmes d'information</b>	<b>Cours: 2 ph</b>	Voir ci-dessous	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 NEUCHÂTEL  
+41 32 718 1567  
[katarzyna.jagodzinska@unine.ch](mailto: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 assessments.

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 and motivation letters 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:

EI + E

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

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:

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

URLs	1) <a href="http://www.cengagebrain.co.uk/shop/isbn/9781305102682">http://www.cengagebrain.co.uk/shop/isbn/9781305102682</a>
------	--

- Faculté des sciences économiques
- [www.unine.ch/seco](http://www.unine.ch/seco)

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

**Forme de l'enseignement:**

Theory, examples and practical exercises, case study analysis, simulation games, mock job interviews and negotiations, class discussions, CV and Motivation Letter preparation.