

**DISCLAIMER:** This course outline is only a sample and is subject to change. Course materials, assignments, dates, and weighting will vary depending on delivery format and instructor.

### **Territory Acknowledgement**

We acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

## **Human Resource Management**

### **BMBA 150**

#### **Course Description**

This course focuses on personnel and human resource management in a Canadian setting. Topics include: planning staff recruitment within a business, job design, recruitment and selection, performance appraisal, employee compensation and benefits, staff development and training, health and safety issues, employee rights and labour relations.

#### **Learning Outcomes**

Upon completion of this course, you will be able to:

- Critique and evaluate the effectiveness of an organization's human resource activities and systems.
- Describe and understand the advantages of a strategic approach to human resources.
- Apply human resources practices effectively.
- Understand the context which underlies and influence human resource systems and practices so that the student will not only know what to do, but why it is done this way.
- Write a job description and use it as a basic building block to implement human resource systems and practices.

#### **Resources**

The textbook used in this course is: Peacock, M., Stewart, E. and Belcourt, M. (2020). *Understanding Human Resources Management: A Canadian Perspective (2nd Canadian ed.)*. Toronto, Ontario: Nelson Education Ltd. ISBN: 9780176935597.

## Schedule

| Week    | Topics  |
|---------|---|
| Week 1  | Why HRM?                                      |
| Week 2  | Legal Framework                               |
| Week 3  |   |
| Week 4  | Analyzing Work                                |
| Week 5  | HR Planning   Quiz: Part 1                    |
| Week 6  | Recruiting and Selecting Employees            |
| Week 7  | Orientation, Training and Development         |
| Week 8  | Performance Management   Quiz: Part 2         |
| Week 9  |   |
| Week 10 | Compensation Strategy; Job Evaluation Systems |
| Week 11 | Labour Relations and Collective Bargaining    |
| Week 12 |   |
| Week 13 | Conclusion   Quiz: Part 3                     |

## Evaluation

| Assignment                                      | Due Date and Time   | Mark        |
|---|---------------------|-------------|
| Part 1   Quiz                                   | Saturday of Week 5  | 15%         |
| Part 1   Written Assignment: Job Description    | Saturday of Week 6  | 15%         |
| Part 2   Quiz                                   | Saturday of Week 8  | 15%         |
| Part 2   Written Assignment: Selection Process  | Saturday of Week 9  | 15%         |
| Part 3   Written Assignment – Compensation Plan | Saturday of Week 12 | 15%         |
| Part 3   Quiz                                   | Saturday of Week 13 | 15%         |
| Participation and Discussion                    | All classes         | 10%         |
|   | <b>Total</b>        | <b>100%</b> |

## Assignments

### Assignment 1 | Part 1 Written Assignment: Job Description

**Grade:** 15% of final grade

**Due date:** 11:55 p.m. PT, Saturday, Week 6

**Description:** The job description is the key to many functions within human resources, including recruitment, selection, performance management, training and development and compensation. The purpose of this assignment is to give you practice conducting a job analysis, designing the job, and creating the job specifications and performance standards for a specific job or position. The final output for this assignment is a fully developed job description.

## Assignment 2 | Part 2 Written Assignment: Selection Process

**Grade:** 15% of the final grade

**Due date:** 11:55 p.m. PT, Saturday, Week 9

**Description:** The purpose of this assignment is to build on Assignment 1: Creating a job description. In this assignment, you will gain experience in: describing the intentional strategy for the selection process; design two elements in the selection process for this new position.

The selection process should include the following steps:

1. **Application Form:** create an application form (which your company could use). This can be a simple form which will also require a candidate to submit a resume and covering letter. Be sure you aren't asking for any information which is illegal or could create the perception of a human rights violation. (0.5-1 page)
2. At the end of the application form, you should provide three specific 'yes' or 'no' questions based on the qualifications in your job description. These questions will help you quickly screen out candidates who aren't qualified.
3. **Create an interview guide:** At the top of the interview guide describe the strategy which should be used by the interviewers when selecting the best candidate for the Sales and Marketing Manager position. Be sure to identify how this strategy is aligned with the company and its overall goals. This description should be about 1 paragraph in length. The next section of the interview guide should include 5 interview questions. Use the textbook to help you design questions which should be a mix of both **situational and behavioral** questions. You should have a minimum of 5 questions total. After each question use a quantitative approach to assess the candidate's answers. (The interview guide should be designed as a tool that could be used by a leader in the company to conduct an interview-the length will depend on how you set up the guide) (1-2 pages)

## Assignment 3 | Part 3 Written Assignment: Compensation Plan

**Grade:** 15% of final grade

**Due date:** 11:55 p.m. PT, Saturday, Week 12

**Description:** The purpose of this assignment is to build on Assignment 1: Planning a New Position. In this assignment, you will gain experience in determining the compensation package to be provided to the new employee. Based on the job description you created in Assignment 1, develop a compensation plan for the position. A compensation plan is the program of pay and rewards, which combines direct and indirect compensation. Create a compensation plan with a mix of direct and indirect compensation. You must perform research to establish what you will include and provide a rationale for the elements you elected to include in your plan.