

PSYC 5326: Employee Selection

Spring 2023

REVISED 2-8-2023

Instructor Information

Instructor

Nicolette P. Hass, Ph.D.

Campus Office Number

Life Science Building Room 308

Office Telephone Number

(817) 272-5480

Email Address

nphass@uta.edu (The best way to contact me is by email)

Faculty Profile

<https://mentis.uta.edu/explore/profile/nicolette-hass>

Office Hours

Mondays via Teams. Please email to schedule an appointment.

Course Information

Section Information

PSYC 5326-001

Time and Place of Class Meetings

Tuesday/Thursday from 3:30 p.m. to 4:50 p.m., Life Science Building, Rm. LS 102.

Description of Course Content

This course will cover the principles and techniques of employee selection and placement including job analysis, employment laws, reliability/validity, performance management, recruitment, selection assessments, and other topics. Students are expected to attend class prepared for discussion and interaction.

Student Learning Outcomes

Each week we will discuss topics and issues in employee selection. The chapters assigned for each week represent three facets of the issues and/or topics that a) cover the theories and concepts, b) analyze research methods used to investigate the topics or issues, and c) review recent applications on the topic or issue. This method will set the foundation towards an overall understanding of the selection process. Upon successful completion of this course, students will be able to:

1. Analyze the research and articulate the concepts, theories, and laws pertaining to employee selection.
2. Describe how practitioners apply employee selection techniques in the workplace.
3. Develop and refine hands-on knowledge and skills of the selection process in order to function more effectively in today's organizations.
4. Communicate effectively and interact professionally with field specialists, peers, and other professionals.

Required Textbooks and Other Course Materials

- Gatewood, R. D., Feild, H. S., & Barrick, M. R. (2019). *Human Resource Selection* (9th edition). Wessex Press, Inc., New York, NY.
 - 978-0-9995547-4-6 (hardcover)
 - 978-0-9995547-5-3 (softcover)
 - The text is also available as an [eBook](#).
- Other reading materials as assigned

Descriptions of Major Assignments

There are several assignments required of students in this course including two in-class exams, several in-class exercises and the development of an employee selection system.

1. In-class Activities (20%)

A variety of in-class activities and assignments will be given throughout the semester. The purpose of these exercises is to apply the concepts learned from the readings and lecture. Detailed information about each activity/assignment will be given during class.

2. Exams (20% each)

Two **in-class** exams will be administered at various times during the semester (see Course Outline). Exams will cover material from class readings, discussions, materials presented, instructor's lecture, etc. and will consist of essay questions, allowing students to demonstrate their ability to understand and integrate concepts.

3. Selection System Project and Presentation (30%)

Working in pre-assigned groups, you will be required to conduct a job analysis and develop a selection system. The general purpose of the project is to acquire a basic understanding of the employee selection process and gain hands-on practice in developing a selection system. Given the time constraints of a semester, you will not be able to perform as rigorous a job analysis as will be expected of you in the field; however, your final report must address how you *would* complete all steps if you were to conduct a full analysis. Your final selection system should logically and systematically document and detail your entire approach. Presentations will take place at the end of the semester. Full requirements of the project will be provided in a separate document and discussed during class.

Participation/Attendance (10%)

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

For this course, attendance is mandatory and promptness is expected. It should go without saying that you are expected to maintain a professional, respectful demeanor at all times. Points will be deducted from your participation grade for inappropriate behavior and you may be asked to leave the classroom.

Grading Information

Grading

Grades will be computed as follows:

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|---|--------------------|
| • Participation/Attendance* | 10% of final grade |
| • In-Class Activities | 20% of final grade |
| • Exam 1 | 20% of final grade |
| • Exam 2 | 20% of final grade |
| • Selection System Project and Presentation | 30% of final grade |

*Participation includes (but is not limited to) contributing to class discussion, satisfactorily addressing instructor questions, participating as an active audience member, taking notes, refraining from non-relevant web surfing, verbal and nonverbally engaged, etc.

Students are encouraged to meet with me during the semester to review their class participation standing so that adjustments can be made, where necessary.

Participation points will be deducted for missing a required class day. This pertains to **any** reason for missing a required class day including job-related reasons or any other reason. Only under extraordinary circumstances will the student be considered excused for missing a required class day and **official written documentation** will be required (examples of extraordinary circumstances include personal illness or injury accident, incarceration, call to active military duty or other extraordinary circumstances as determined by the instructor). **Participation points will also be deducted for late arrivals (late = any time after 3:30 p.m. on a class day).**

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see [Graduate Grading Policies](#); [Student Complaints](#)) and as referenced in the Psychology department's Graduate Student Handbook.

Additional Course Information

Face Covering Policy

Face coverings are not mandatory, all students and instructional staff are welcome to wear face coverings while they are on campus or in the classroom.

Communication

When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one's audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my communications.

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the

[Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

The [IDEAS Center](https://www.uta.edu/ideas/) (<https://www.uta.edu/ideas/>) (2nd Floor of Central Library) offers FREE [tutoring](#) and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)

The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](http://www.uta.edu/owl) (<http://www.uta.edu/owl>) for detailed information on all our programs and services.

The Library's 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](https://library.uta.edu/hours) (<https://library.uta.edu/hours>) of operation.

Librarian to Contact

Each academic unit has access to [Librarians by Academic Subject](http://www.uta.edu/library/help/subject-librarians.php) (<http://www.uta.edu/library/help/subject-librarians.php>) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

Research or General Library Help

Ask for Help

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)
- [Research Coaches](http://libguides.uta.edu/researchcoach) (<http://libguides.uta.edu/researchcoach>)

Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)

Emergency Exit Procedures

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit which is located by exiting left in the classroom and making the first right toward the double doors. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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EMPLOYEE SELECTION PSYC 5326-001

Course Outline Spring 2023

REVISED 2-8-2023

As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled.

Date	Topic	Notes	Readings
Feb. 9	<ul style="list-style-type: none"> • Regroup/Review • Review Chapter 1 		
Feb. 14-16	<ul style="list-style-type: none"> • Job Analysis in Human Resource Selection • Legal Issues in Selection 		Gatewood et al., Chapters 3 & 4
Feb. 21-23	<ul style="list-style-type: none"> • Legal Issues in Selection • Job Performance Concepts and Measures 		Gatewood et al., Chapters 2 & 4
Feb. 28-Mar. 9	<ul style="list-style-type: none"> • Measurement in Selection 	<ul style="list-style-type: none"> • In-class exercises 	Gatewood et al., Chapters 6-8
<i>Mar. 13-17</i>	<i>Spring vacation</i>		
Mar. 21-23	<ul style="list-style-type: none"> • Measurement in Selection 	<ul style="list-style-type: none"> • In-class exercises • Raw data due Mar. 21 	Gatewood et al., Chapters 6-8
Mar. 28	<ul style="list-style-type: none"> • Exam 1 	<ul style="list-style-type: none"> • Chapters 2-4, 6-8 	
Mar. 30	<ul style="list-style-type: none"> • Application Forms-Biodata Assessments, Training and Experience Evaluations, and Reference & Social Media Checks 		Gatewood et al., Chapter 9
Apr. 4	<ul style="list-style-type: none"> • The Selection Interview • In-class activity 		Gatewood et al., Chapter 10
Apr. 6	<ul style="list-style-type: none"> • Ability Tests for Selection 		Gatewood et al., Chapter 11
Apr. 11	<ul style="list-style-type: none"> • In-class activity 		Gatewood et al., Chapter 11
Apr. 13	<ul style="list-style-type: none"> • Simulation Tests 		Gatewood et al., Chapter 13
Apr. 18	<ul style="list-style-type: none"> • Personality Assessment for Selection • Testing for Counterproductive Work Behaviors 		Gatewood et al., Chapters 12 & 14
<i>Apr. 20</i>	<i>No class – SIOP</i>		
Apr. 25	<ul style="list-style-type: none"> • Strategies for Selection Decision Making 		Gatewood et al., Chapter 15
Apr. 27	<ul style="list-style-type: none"> • Exam 2 	<ul style="list-style-type: none"> • Chapters 1-15 • Technical Report and Project Materials due 	
<i>May 2</i>	<i>No class; prep for presentations</i>		
<i>May 3</i>	<i>PPT presentation due no later than 5pm</i>		
May 4	<ul style="list-style-type: none"> • Selection System Presentations (2-4:30pm) 		