|  |
| --- |
| http://identity.ksu.edu.sa/sites/identity.ksu.edu.sa/files/imce_images/logo_0.png [كلية إدارة الأعمال](http://cba.ksu.edu.sa/ar) |

MGT 241 Human Resources Planning and Staffing

# *Dr. Randa Alyafi, Associate Professor*

# *E-mail:* [*alyafi@ksu.edu.sa*](mailto:alyafi@ksu.edu.sa) *Web-site: fac.ksu.edu.sa/alyafi*

**Term I, 2016-2017 Office No.: 172**

**Office Hours: M (10:00-11:00, 12:00-1:00),**

**T (8:00-9:00, 11:00-1:00),**

**Th (8:00-9:00)**

**Course Objectives:** This course provides students with knowledge of the basic principles of the strategic planning for human resources, as part of an organization's comprehensive planning. It includes such processes as job analysis,

manpower planning and recruitment, selection and appointment.

**Pre-requisite :** MGT 102 Human Resources Management

**Credit hours**: 3 hours

**Course Description:** You will learn in this course how you can hire employees using diverse methods of selection. You will learn this by lectures, readings, case study, team presentation, and external readings. **Strategic staffing describes how to:**

* Develop a staffing strategy that reinforces business strategy
* Forecast talent needs and labor supply and plan accordingly
* Conduct a job or competency analysis and a job rewards analysis
* Strategically source potential recruits
* Recruit and select the right people
* Negotiate with and hire top candidates
* Manage turnover

**Expected outcomes:** Upon completing this course you should be able to be knowledgeable concerning:

* Organizational staffing models
* The relationship between HR planning and organizational strategic management.
* Identifying Knowledge, Skills, Abilities, and other required to perform a job successfully.
* Interviewing, testing, assessment, and checking references.

**Text:**

* Philips, Jean M., & Gully, Stanley M. (2012). **Opportunities Strategic Staffing.** 2nd ed. UK: Pearson Education International
* Human Resource Development; Practices and Out Comes by Dr.Nisar Ahamad Nalband, VDM Publishing

**List Recommended Textbooks and Reference Material (Journals, Reports, etc)**

* Journal of management.
* Personnel Review
* From time to time other journals will be intimated
* KSU, Digital Library:

<http://www.ac-knowledge.net/ksu/resources.aspx?pid=32&uid=->1&LID=2267052&flag=0

<http://find.galegroup.com/menu/start?userGroupName=sdl&prod=AONE>

**Attendance and participation:** Attendance, attitude, and preparation are important. Students are expected to be willing to study and learn, being ready to answer questions when called upon, volunteering answer to questions or asking questions, and actively listening to the instructor and other class members.

**Examination:** The examinations may consist of multiple choice, true/false, and essay questions which measure the ability to know and apply principles of good planning and staffing skills. Make-up exams are not permitted except in cases of verified emergencies or other special circumstances, and the burden of producing verification would be yours. In such cases, you must still notify me at the earliest possible opportunity, and submit evidence to document the special circumstances (do not wait to be asked to do so). Make-up exams will be held on **Tuesday (3/1/2017)** covered all the chapters discussed in this semester.

**Project & Presentation:** Students should work in teams, establish a faked corporations, go through thorough staffing steps in filling vacant positions: forecasting, talent philosophy, job analysis, advertising (should mention that this is not real corporation but it is for the fulfillment of class requirement), designing application form, interviewing, testing, i.e. sourcing and recruiting… , and choosing final candidates. In your presentation you should use different techniques and tools to make it professional presentation. (Rubric will be provided on my website)

**Grading:**

* **Midterm (6/2/38=6/11/16)** 22 Points
* **Midterm (9/3/38=8/12/16)** 23 Points
* Group case Study 5 Points
* Team Project and presentation 10 Points
* Final 40 Points

|  |  |  |
| --- | --- | --- |
| List of Topics | No. of  Weeks | Contact  Hours |
| 1. Strategic Staffing | 1 | 3 |
| 1. Business & Staffing Strategy | 1 | 3 |
| 1. Resources Planning | 1 | 3 |
| 1. Job Analysis | 1 | 3 |
| 1. Introduction to Recruitment Methods | 1 | 3 |
| 1. Competitive Advantage in Recruitment/Screening Devices/Interviews | 1 | 3 |
| 1. Performance Criteria and Appraisal/   Tests/Succession Planning (continued) | 1 | 3 |
| 1. Performance Criteria and Appraisal/ 2. Tests/Succession Planning (continued) | 1 | 3 |
| 1. Workforce Flow (continued) | 1 | 3 |
| 1. Workforce Flow | 1 | 3 |
| 1. Evaluation of Staffing (continued) | 1 | 3 |
| 1. Evaluation of Staffing | 1 | 3 |
| 1. Legal Issues (continued) | 1 | 3 |
| 1. Legal Issues | 1 | 3 |