Staffing and Personnel Selection, 2012

Reading list by session/dates

Textbook:


The textbook is authored by three top professors who are all active in research on staffing and selection. The book features the most current research and practice and is a comprehensive handbook on all major aspects of the subject. All chapters in the book are required reading except for chapter 2 (Legal Compliance) which focuses on the US legal environment.

Required readings outside the textbook are mainly intended to inspire discussion in class, but some of them are also included to provide students with insight into the scientific bases of recommendations made. The readings therefore come from a mix of scientific and popular business journals. Also listed as required readings are cases and exercises (indicated with bold) that will be dealt with in class; students are expected to prioritize reading those before class.

Optional readings are listed here to give an indication of further literature available, should the student wish to pursue this following the class.

Required and optional reading material, by session:

Day 1 – Tuesday July 31st from 9-12

Required:

1. Chapters 1 and 3 in Heneman et al. (2012).

Optional:
Day 2 – Wednesday, August 1st from 9-12

Required:

1. Chapters 4, 5, 6 and 7 in Heneman et al. (2012).

Optional:

Day 3 – Thursday, August 2nd from 9-12

Required:

1. Chapters 8 and 9 in Heneman et al. (2012).


Optional:


Day 4- Friday, August 3rd from 9-12

Required:


Optional:


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<th>Day 5 – Monday, August 6th from 9-12</th>
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**Required:**


**Optional:**


### Day 6 – Tuesday, August 7th from 9-12

**Required:**


**Optional:**


### Day 7 – Wednesday, August 8th from 9-12

**Required:**


**Optional:**


### Day 8 – Thursday, August 9th frrom 9-12
Required:

1. Chapters 12, 13 and 14 in Heneman et al. (2012).

Optional:

Day 9 – Friday, August 10th from 9-12

Required:

1. Chapter 14 in Heneman (pgs 723-725).
7. Einarsdóttir, A., Olafsdottir and Arnardóttir, A (2011). Implementation of various soft to hard downsizing alternatives in public and private organizations in a downturn. Work in progress (Handout will be provided in class).

Optional:

Assessment

Student assessment in the course consists of two main components:

- **Final exam**: A 3-hour written exam at the end of the course. This counts for 60% of the individual total grade. The exam will be held during the week of August 13th-17th.
- **Coursework**: Two individual assignments plus a grade for in-class participation. These count 40% of the individual total grade.

The coursework part of the student assessment requires the student’s active participation throughout the course period, both in class and at home. The two assignments are as follows:

- **Individual home assignment one**: The development of a structured and behavioral job interview for a key position in an actual firm. This assignment should be turned in electronically before midnight, August 3rd. Maximum length: 2 pages.

  Weight in total individual grade: 15%.

- **Individual assignment two**: The project involves the development of a staffing plan for a new service operation. Different students will work a different aspects of the plan. This assignment should be turned in electronically before midnight on Wednesday, August 9th. Maximum length: 5 pages (1.5 spaced, Times News Roman and font size 12), excluding references and front page.

  Weight in total individual grade: 25%.