

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** MGMT 5345 VC01 – Employee Recruitment and Selection

**Campus:** WBU online

**Term/Session:** Fall 2025, Oct 13-Dec 13

**Instructor:** Dr. Bob Vega

**Office Phone Number/Cell #:** 808-753-5478

**WBU Email Address:** [robert.vega@wayland.wbu.edu](mailto:robert.vega@wayland.wbu.edu)

**Office Hours, Building, and Location:** Home Office, Online, Monday through Saturday, 5-10 PM CT. A specific appointment to meet with the professor can be arranged via email or phone text.

**Class Meeting Time and Location:** Virtual classroom, Fully Online course utilizing Blackboard LMS

**Catalog Description:**

Workforce planning, personnel forecasting, and the selection of qualified employees; measurement of results of staffing and performance management policies.

**Prerequisite:**

BUAD 5300

## Textbook Information

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**Required Textbook(s) and/or Required Materials:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Staffing Organizations</u>	Judge	10th	2022	McGraw-Hill	9871-26407-2590

*This course is part of the **Pioneer Academic Access Program**. You will have access to an eBook, access code, and interactive learning material on the first day of class through your Blackboard course site. You will be notified via email with access instructions and additional information. If the course requires a physical book you can order at [bookstore.wbu.edu](http://bookstore.wbu.edu). You can choose to opt-out, however if you do you will lose access to **EVERY class/material** and have to source through third party vendors.*

**Optional Materials:** NONE

**Course Outcome Competencies:**

- Discuss the nature of staffing to include application of recruiting and selection models and strategies.
- Discuss support activities of legal compliance, HR planning, job analysis, and rewards.
- Discuss recruitment from internal and external environment perspectives.
- Discuss the employment activity to include decision making and final selection.

## Attendance Requirements

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**WBU online**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must submit work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## University Policies

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**Academic Integrity:**

[Link to Statement on Academic Integrity](#)

**Artificial Intelligence:****A. Generative AI tools permitted in specific context and with proper citations.**

- i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
- ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
- iii. Specific parameters for generative AI usage are provided by the instructor.
- iv. Any use of generative AI tools outside of the approved instructor parameters

will be considered a form of plagiarism and academic dishonesty.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

## Course Requirements and Grading Criteria

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ASSIGNMENT	POINTS	TOTAL PONTS
Discussion Forums x 8	50-points per discussion forum	400
Midterm Assignment	Power Point Presentation	255
Final Assignment	Research Paper	300
Milestones	1-Research topic 15 points 2-Outline 15 points 3-List of references 15-points	45
<b>Total Points</b>		<b>1000</b>

### Grading:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a micro term to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, then I is converted to an F.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## Tentative Schedule

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WEEK	START DATE	TOPICS	ASSIGNMENTS	DUE DATE
1	Oct 13	Chapter 1: Staffing Models and Strategy	Discussion 1	Oct 20
2	Oct 20	Chapter 2: Social and Legal Environment Chapter 3: Planning	Discussion 2	Oct 27
3	Oct 27	Chapter 4: Job Analysis: Requirements, Competencies, and Rewards	Discussion 3 Milestone 1	Nov 3
4	Nov 3	Chapter 5: External Recruitment Chapter 6: Internal Recruitment	Discussion 4 Milestone 2	Nov 10
5	Nov 10	Chapter 7: Measurement Chapter 8: External Selection I	Discussion 5 Midterm Presentation	Nov 17
6	Nov 17	Chapter 9: External Selection II Chapter 10: Internal Selection	Discussion 6	Dec 1
Thanksgiving Break Nov 24-28				
7	Dec 1	Chapter 11: Decision Making	Discussion 7 Milestone 3	Dec 8
8	Dec 8	Chapter 12: Final Match	Discussion 8 Final Research Paper	Dec 13 Saturday

## Additional Information

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None