I. RATIONALE

Recruiting and hiring decisions impact organizations more significantly than any other factor. Selecting the best candidate for positions is complicated. Recruiters and hiring managers must be well versed in anti-discriminatory laws and practices to prevent unnecessary lawsuits. Also, consistently choosing high-quality candidates has a direct impact on organizations bottom lines.

II. MAJOR INSTRUCTIONAL GOALS

GOAL A:
The student will define employment laws to avoid negligent hiring.

Learning Outcomes: The student will:

A-1 Define federal and state laws (to include Affirmative Action/EEO) affecting employment activities.
A-2 Identify legal issues in society that affects staffing organizations.
A-3 Differentiate between permissible discriminatory and non-permissible discriminatory practices as it relates to recruiting and hiring.

GOAL B:
The student will explain how strategic planning affects staffing

Learning Outcomes: The student will:

B-1 Develop a recruiting and hiring timeline.
B-2 Develop and explain legal (if any) requirements of job descriptions.
B-3 Develop job analysis and basic compensation packages.
B-4 Develop and evaluate applications and resumes.
B-5 Discuss how voluntary and involuntarily terminations affects staffing.

GOAL C:
The student will explain how asking legal, job related, probing open-ended style question affects interviewing and hiring.

Learning Outcomes: The student will:
C-1 Identify the 5 objectives of interviewing.
C-2 Research websites as to updates and changes regarding legal and behavioral style interview questions.
C-3 Discuss how telephone screenings, reference and background checks, testing, and screening speed up the hiring process and aids in the avoidance of negligent hiring.

**GOAL D:**
The student will explain the use of effective recruitment tools.

**Learning Outcomes:** The student will:

- D-1 Research and determine selection of media for effective recruiting.
- D-2 Develop employment advertisements.
- D-3 Discuss the use of University recruiting, job fairs, and search agencies to assist in staffing organizations.