

# PSYC 651: Employee Selection and Placement I

Fall, 2008 – RU 301

Friday, 10:00 a.m. – 1:00 p.m.

Dr. Mike Aamodt

Office	Email and Course Web	Office Hours
Russell 238 (540) 831-5513	<a href="mailto:maamodt@radford.edu">maamodt@radford.edu</a> <a href="http://maamodt.asp.radford.edu/psych651.htm">http://maamodt.asp.radford.edu/psych651.htm</a>	Wednesday 4:00 – 4:45 Thursday 2:00 – 4:45 Friday 1:00 – 2:00

## Course Objectives

- Be able to comprehend journal articles and meta-analyses concerning employee selection
- Be able to review employee handbooks to ensure they are legally sound
- Obtain knowledge of employment law such that you can develop, administer, and monitor a legal and effective selection system
- Be able to develop and administer a structured interview that is practical, content valid, and legally defensible
- Be able to develop a recruitment program that will attract high-quality applicants
- Be able to conduct legally defensible reference checks that yield relevant information
- Be able to write an effective resume and cover letter and actually develop a resume that can be used to obtain internships and jobs

Date	Topic	Reading Assignments
Sept 05	Intro to the class & structured interviews	Aamodt (1)
12	Structured interviews	Aamodt (2, 3, 4)
19	Meta-analysis & statistics	Aamodt, Cohen, & Surrette (all)
26	*** Structured Interview Training – Keep all day open***	Aamodt (6)
Oct 03	Legal issues	Aamodt (3), <i>Steingold (1, 2, 8)</i>
10	Legal issue	<i>Guerin &amp; DelPo (1, 3, 4, 19)</i>
17	*** Work on Structured Interview Project ***	
24	Legal issues	<i>Guren &amp; DelPo (all other chapters)</i>
31	Legal issues	<i>Steingold (6, 11)</i>
Nov 07	Employee recruitment	
14	Ratings of training & experience	Aamodt (5)
21	Reference checking	
28	*** Thanksgiving Break ***	
Dec 05	Reference checking	
12	Interviewing/Resume Writing/Cover Letters (Walker 216)	
13	*** FINAL EXAM (This is a Saturday – allow all day) ***	

## **Texts**

- Aamodt, M. G. (2007). *Industrial/organizational psychology: An applied approach* (5th edition). Belmont, CA: Wadsworth Publishing. (ISBN 0-495-09306-8)
- Aamodt, M. G., Surrrette, M. A., & Cohen, D. (2007). *Understanding statistics: A guide for I/O psychologists and human resource professionals*. Belmont, CA: Wadsworth Publishing. (ISBN 0-495-18663-5)
- Guerin, L. & Delpo, A. (2007). *Create your own employee handbook (3<sup>rd</sup> edition)*. Berkeley, CA: Nolo Press (ISBN 9781413306385)
- Steingold, F. S. (2007). *Employer's legal handbook (8<sup>th</sup> edition)*. Berkeley, CA: Nolo Press (ISBN 9781413304565)

The following will be emailed to you and you do not need to purchase:

Aamodt, M. G. (2005). *User's guide to Meta-Analyzer 5.2*. Radford, VA: Radford University.

I will also email you articles that need to be read for class.

## **Assignments**

- Final Exam (200 points)
- Practical Assignments (50 points)
  - Meta-analysis data
  - Computing utility
  - Adverse impact analysis
  - Constructing bands
  - Writing a resume
- Structured Interview (100 points)

Exams: Students will take an extensive essay exam in which they will be given a chance to demonstrate knowledge about the material covered in class and in the texts. The exam should take between three and five hours to complete.

Interview Development: The class will help conduct the Structured Interview Workshop on September 26 from 8:30 a.m. to 4:30 p.m. Students will work in groups of 2-3 to help the attending organizations develop a structured interview.

Practical Assignments: Over the course of the semester you will be given various assignments to complete to help you learn about the topics.

## **Grades**

A=315 points, B=280 points, C=245 points, D=210 points

## **Attendance and Participation**

This is a graduate course and both attendance and participation are expected. For each class missed after one, 20 points will be deducted from your total. Arriving to class late or leaving early may be considered an absence at the discretion of the instructor. Exceptional participation will be taken into consideration when deciding borderline grades as will perfect attendance. Failure to come to class prepared may result in a deduction of points at the discretion of the instructor.

**Honor Code**

All students are expected to follow the Radford University Honor Code.

**CLASS ETIQUETTE**

It is essential that students behave in a professional manner while in class. You are not permitted to have cell phones or any type of PDA on your desk. They must remain in your pocket/backpack/purse. Should I see you with one, or should your phone ring during class, I will either confiscate it and you can pick it up two days later in my office or I will ask you to leave the class and you will not get credit for attending. Surfing for email or doing other assignments in class is not acceptable.