

# Syllabus

for course at advanced level

**Psychological Aspects on Employee Selection and Recruitment**  
**Psykologiska aspekter på urval och rekrytering i organisationer**

**7.5 Higher Education  
Credits**  
**7.5 ECTS credits**

<b>Course code:</b>	PSMT32
<b>Valid from:</b>	Spring 2017
<b>Date of approval:</b>	2010-12-14
<b>Changed:</b>	2016-12-20
<b>Department</b>	Department of Psychology
<b>Main field:</b>	Psychology
<b>Specialisation:</b>	A1N - Second cycle, has only first-cycle course/s as entry requirements

## Decision

The course was established and approved by the Board of the Department of Psychology on 2010-12-14.

## Prerequisites and special admittance requirements

180 higher education credits, of which at least 90 credits must constitute Psychology I, II and III or equivalent studies in a related subject.

## Course structure

Examination code	Name	Higher Education Credits
MT32	Psychological Aspects on Employee Selection	7.5

## Course content

The employee selection problem has been studied for over 100 years. New methods and processes have been developed continuously during this time. This means that knowledge in the field is changing rapidly, and that new methods and processes are constantly emerging.

The aim of this course is to provide a general overview as well as basic theoretical and practical knowledge in relevant areas of employee selection and recruitment. Another aim of the course is to provide general training in how to critically examine the processes and methods that are currently used both nationally and internationally for employee selection and recruitment decisions. The third aim is to be able to respond to a procurement of a recruitment service.

## Learning outcomes

Upon completion of the course, students are expected to be able to:

- define the concepts of reliability and validity in relation to employee selection and recruitment;
- describe and give examples of the basis for decisions in selection situations and how a work analysis can be carried out;
- summarise how different organisational environments may affect selection processes;
- exemplify how individual differences affect workplace behaviour;
- describe financial advantages and disadvantages of different selection methods;
- define discrimination in selection contexts and describe processes that can prevent discrimination.

## Education

Instruction is given in the form of lectures.

Course requirements/Mandatory components:

(a) Written report

Except for the first lesson, attendance at lectures is optional. Students who have not passed (a) above will be offered a chance to submit their paper at a later date.

For more detailed information, please refer to the course description. The course description will be available at least one month before the course starts.

**Forms of examination**

a) Examination

The course is examined on the basis of a written paper.

b) Grading scale

Grades will be set according to a seven-point scale related to the learning objectives of the course:

A = Excellent

B = Very good

C = Good

D = Satisfactory

E = Adequate

Fx = Fail, some additional work required

F = Fail, much additional work required

c) Assessment criteria

Students will be informed of the written grading criteria when the course starts.

d) Final grade

In order to pass the course, students must receive a grade of E or higher on the written paper, as well as a passing grade on the written report and the oral presentation.

e) Failing the course

At least two examination opportunities should be offered during each course and semester. At least one examination opportunity should be offered during a semester when the course is not given.

Students who receive the grade Fx or F twice by the same examiner are entitled to have another examiner appointed for the next examination, unless there are special reasons to the contrary. Such requests should be addressed to the department board.

Students who receive the grade E or higher may not retake the examination to attain a higher grade.

f) Supplementary assignments

The completion of a supplementary assignment in order to convert the grade Fx into a passing grade on the written paper may be permitted if the student is close to meeting the criteria for a passing grade. The assignment must be submitted within a month of the examiner reporting the grade.

**Interim**

If this course is discontinued, or its contents substantially altered, students have the right to be examined according to this syllabus once per semester for three further semesters.

**Misc**

The course is included in the Master's Programme in Personnel, Work, and Organisation (SMPAO), 120 credits, and the General Master's Programme in Psychology (SPSAO), 120 credits.

**Required reading**

Up-to-date information about the required reading will be available on the department website at [www.psychology.su.se](http://www.psychology.su.se)