

Western Technical College

10145102 Entrepreneurial - Recruitment & Hiring

Course Outcome Summary

Course Information

Description	Students examine the business owner's role in human resource management, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, and effective use of compensation and benefit strategies.
Career Cluster	Business Management and Administration
Instructional Level	Technical Diploma Courses
Total Credits	1
Total Hours	18

Textbooks

No textbook required.

Course Competencies

1. Review essential components of job description.

Assessment Strategies

1.1. Written Product

Criteria

You will know you are successful when

- 1.1. you list three reasons a job description is essential when hiring.
- 1.2. you indicate steps needed to occur prior to writing a job description.
- 1.3. you include items necessary in a job description. For example, title, objective, general nature of the job, list of duties or task and key functional and relational responsibilities in order of significance.
- 1.4. you indicate the type of language to use.
- 1.5. you include how the selection criteria align with the job description.
- 1.6. you include how the job description is used when advertising for the position.

Learning Objectives

- 1.a. Describe why a job description is needed.
- 1.b. Determine information to be included.
- 1.c. Understand the role a job description plays in the hiring process.

2. Explore issues with hiring.

Assessment Strategies

2.1. Written Product

Criteria

You will know you are successful when

- 2.1. you list what to avoid in a job advertisement based on EEOC (Equal Employment Opportunity Commission).
- 2.2. you indicate knowledge of what to avoid when recruiting that could be considered discriminatory.
- 2.3. you include how to ask questions which are not discriminatory.
- 2.4. you include what topics to avoid when interviewing.
- 2.5. you include four examples of non-discriminatory interview questions.

Learning Objectives

- 2.a. Examine a non-discriminatory job posting.
- 2.b. Determine interview questions.
- 2.c. Examine what a legally compliant interview is.

3. Select best candidate.

Assessment Strategies

3.1. Written Product

Criteria

You will know you are successful when

- 3.1. you indicate knowledge of what to avoid when recruiting that could be considered discriminatory.
- 3.2. you indicate why a background check may be needed.
- 3.3. you list how a background check is conducted.
- 3.4. you summarize key factors in selecting the person best suited for the open position.

Learning Objectives

- 3.a. Examine non-discriminatory practices.
- 3.b. Explore background checks.
- 3.c. Determine individual best suited for position.