Name of the Programme: MBA
Course Code: MGA-619
Title of the course: Recruitment and Selection
Number of credits: 2
Effective from: 2022-23

Prerequisite for the course	NIL	
Objective:	To equip participants with tools and techniques for manpower planning and recruitment & selection	
Content:	**Unit I: Manpower Planning** Forecasting Methods, Factors affecting and Designing a Manpower Plan, Job Analysis: Methods and Sources, Defining Competencies, Role in Recruitment and Selection, External and Internal factors	10 hours
	Unit II: Effective Hiring Tools Identification of Talent, Sources of Talent – Internal & External, Criteria for Hiring, Screening, Validity and Reliability of Selection Instruments, Conducting Tests, Selection Methods	10 hours
	Unit III: Technology and Culture Role of Technology, Industry 4.0 in Hiring, Organisation Culture & Person-Job Fit, Challenges, Ethics, Impact on Individual, Team, and Organizational Effectiveness, Hiring in MSMEs	10 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning.	
References/ Readings:	1. D Arthur; Recruiting, Interviewing, Selecting & Orienting New employees; Prentice Hall India;2013 or Latest edition 2. R Edenborough; Assessment Methods inRecruitment, Selection & Performance; KoganPage; 2007 or Latest edition 3. Carrie A Picardi; Recruitment and Selection: Strategies for Workforce Planning & Assessment; Sage Texts; 2020 or Latest edition 4. Dipak Kumar; Recruitment and Selection – Theory and Practices; Cengage Learning; 2016 or Latest edition 5. Gerard V McMohan; Recruitment and Selection – How to get it Right; Prentice Hall India; 2006 or Latest edition	
Course Outcomes:	At the end of the course, the participants will be able to: • Create a Manpower plan • Conduct a job analysis • Analyse various sources of recruitment and employee selection methods • Use technology in recruitment and selection process	