

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

## Course Description: Employment management

### 1- Basic Information:

Course Name	Employment management
Course ID	BHR605
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	24
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	48
Synchronized Session Work Load	18
Credit Hours	5
Course level	6

### 2- Pre-Requisites:

Course	ID
Human Resources Management	BHR401

### 3- Course General Objectives:

The objective of the course is to acquire, strengthen and refine the knowledge and skills of the student that helps him/ her in managing the recruitment process in the organization, considering that the recruitment, selection and hiring is one of the cornerstones of the strategy of human resources formation. The course starts with clarifying the nature of contemporary human resources management based on achieving organizational excellence that leads to competitive success and raises the level of quality of the organization's performance. This will only be achieved through highly qualified individuals. Access to these personnel will only be achieved through the proper practice of the jobs on which the recruitment process is based, namely, (i) job design and analysis, which provides a description of the requirements on which to select the best suitable candidates for vacancies, and (ii) human resources planning that determines the number and type of human resources that the workload in the organization needs at present and in the future. This good practice ensures that the organization has the right number and type of individuals, in addition to having the knowledge and abilities

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

appropriate to perform the work efficiently and effectively, and to occupy jobs appropriate to their level of competence, and finally to adopt behaviors consistent with the culture and values of the organization and meet its aspirations.

#### 4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	The student describes the new role of human resources management, the different roles of its employees, and sets out the basic requirements for upgrading these roles.
ILO2	The student designs a completed job description card.
ILO3	The student describes the basic principles of human resources planning and sets a human resources plan.
ILO4	The student is introduced to the characteristics of supply and demand for human resources in the labor market and how to use them in addressing the deficit and surplus in the organization as well as in determining the appropriate external sources to attract human resources.
ILO5	The student analyzes the factors influencing the effectiveness of recruitment and figures out its various sources.
ILO6	The student designs an attractive advertisement to attract those wishing to work in the organization.
ILO7	The student comprehends the characteristics of the selection process and its implementation.
ILO8	The student becomes familiar with the different approaches to the selection of human resources and compares it with the reality of selection in the state institutions.
ILO9	The student learns the basic components of the application form and how to design it.
ILO10	The student gains knowledge in the types of interviews, how to manage them and the mistakes that the interviewee makes.
ILO11	The student becomes familiar with the types of tests and examines real tests examples.
ILO12	The student learns how to apply the concepts of employment electronically and online.

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

**5- Course Syllabus** (24 hours of total Recorded Sessions, 24 hours of total synchronized sessions)**RS:** Recorded Sessions; **SS:** Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	• Chapter 1 - The Contemporary Role of Human Resources Management	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> <b><u>Seminars</u></b> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO2	• Chapter 2 – Jobs Analysis and Description	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> <b><u>Seminars</u></b> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO3	• Chapter 3 - Human Resources Planning	2	2	<input type="checkbox"/> <b><u>Exercises</u></b> <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO4	• Chapter 4 - Labor Market	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> <b><u>Seminars</u></b> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO5	• Chapter 5 – Human Resources Recruiting	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> <b><u>Seminars</u></b> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO6	• Chapter 6 – Job Advertisements	2	2	<input type="checkbox"/> <b><u>Exercises</u></b> <input type="checkbox"/> <b><u>Assignments</u></b> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

ILO7	• Chapter 7- Human Resources Selection	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO8	• Chapter 8- H R Selection Approaches	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> <u>Seminars</u> <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO9	• Chapter 9- Application Form	2	2	<input type="checkbox"/> <u>Exercises</u> <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO10	• Chapter 10- Job Interviews	2	2	<input type="checkbox"/> <u>Exercises</u> <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO11	• Chapter 11- Job testing	2	2	<input type="checkbox"/> <u>Exercises</u> <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO12	• Chapter 12- E- employment	2	2	<input type="checkbox"/> <u>Exercises</u> <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

## 6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	The student describes the new role of human resources management, the different roles of its employees, and sets out the basic requirements for upgrading these roles.	When a student is offered several roles of human resources management-traditional and contemporary- he can distinguish contemporary ones accurately. - Based on subject discussions, the student will describe the main focal points that contribute to the advancement of the new role of human resources.	√		√		
ILO2	The student designs a completed job description card.	- When the student is offered a picture of the organizational structure, he will be able to describe any job with its full components.	√		√		
ILO3	The student describes the basic principles of human resources planning and sets a human	When the student is given the basic data required for forecasting, he will	√		√		

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

	resources plan.	<p>be able to determine the deficit and surplus in human resources.</p> <p>- As a result of the analysis of the organizational structure, the organization plan and the reality of human resources, the student will be able to develop a human resources plan for the future.</p>					
ILO4	<p>The student is introduced to the characteristics of supply and demand for human resources in the labor market and how to use them in addressing the deficit and surplus in the organization as well as in determining the appropriate external sources to attract human resources.</p>	<p>- When the student compares the supply and demand cases in the organization with the cases of supply and demand for human resources in the labor market, he will be able to choose the appropriate strategy to deal with the deficits and surpluses in the organization.</p> <p>- When determining the source of access to potential human resources, the student will be able to identify the advantages and disadvantages in the source and choose the most appropriate.</p>	√		√		

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

ILO5	The student analyzes the factors influencing the effectiveness of recruitment and figures out its various sources.	After explaining the concept and importance of recruitment, the student will identify the factors that play a role in attracting as many suitable candidates from different source	√		√		
ILO6	The student designs an attractive advertisement to attract those wishing to work in the organization.	After discussing the main themes of how to create an advertisement to attract potential candidates, the student will be able to design a job advertisement that meets all the job requirements	√		√		
ILO7	The student comprehends the characteristics of the selection process and its implementation.	The student remembers the characteristics of the selection process by answering questions related to the basics and concepts of the selection process.	√		√		

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

ILO8	The student becomes familiar with the different approaches to the selection of human resources and compares it with the reality of selection in the state institutions.	After presenting the different methods of selection, the student will be able to distinguish the mechanism of selection of workers in state institutions.	√		√		
ILO9	The student learns the basic components of the application form and how to design it.	When the student is offered different application forms, he will distinguish the ideal model that explains the competence of the candidate and personality pattern.	√		√		
ILO10	The student gains knowledge in the types of interviews, how to manage them and the mistakes that the interviewee makes.	After explaining the types of interviews, the student will be able to understand the pros and cons of each method and avoid the mistakes that the interviewee can make.	√		√		
ILO11	The student becomes familiar	After discussing	√		√		



Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

	with the types of tests and examines real tests examples.	and clarifying the different models of the applicants probing tests, the student will be able to understand what each test measures.					
ILO12	The student learns how to apply the concepts of employment electronically and online.	After explaining the concept of e-recruitment and its benefits, the student will realize its importance in reaching a wide segment of potential candidates with a significant reduction in recruitment costs.	√		√		

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

## 7- Practice Tools:

Tool Name	Description

## 8- Main References

<p>1- عمر وصفي عقيلي، إدارة الموارد البشرية المعاصرة، دار وائل، عمان، 2005</p> <p>2- مروان سعد الدين (مترجم)، التوظيف بمهارة لتحقيق ميزة تنافسية، مكتبة العبيكان، الرياض، 2011</p> <p>3- مازن فارس رشيد، إدارة الموارد البشرية، مكتبة العبيكان، الرياض، 2001</p> <p>4- بن عنتر عبد الرحمن، إدارة الموارد البشرية، دار اليازوري، عمان، 2010</p> <p>5- عبدالله العزاوي، عباس حسين جواد، الوظائف الاستراتيجية في إدارة الموارد البشرية، دار اليازوري، عمان، 2010</p> <p>6- مؤيد سعيد السالم، عادل حر موش صالح، إدارة الموارد البشرية، دار عالم الكتب الحديث، اربد، 2006</p> <p>1- Pierre Mornell, Hiring Smart: How to Predict Winners and Losers in the Incredibly Expensive People-Reading Game, (1998, Ten Speed Press).</p> <p>2- Matthhew J. DeLuca, Best Answers to the 201 Most Frequently Asked Interview Questions, (1997, McGraw-Hill).</p> <p>3- Peter Cappelli, Making the Most of On-Line Recruiting, (2001, Harvard Business Review)</p>
1-

## 9- Additional References

1-
----