

	School of Business and Leadership
	HR 301 Recruitment, Selection and Retention
	Spring/Summer 2025 - Term 2024-03 Number of Credits: 3 credits
Course Outline	

INSTRUCTOR: Rita Koeller

E-MAIL: rkoeller@yukonu.ca

OFFICE HOURS: Book directly with Instructor

DATES: May 1st – July 7th, 2025

CLASSROOM AND TIME: Tuesday, 5:30 – 8:30pm

COURSE FORMAT: F2F

COURSE DESCRIPTION

This course is intended for students to develop a further understanding of Human Resources, specifically the links between organizational effectiveness and the areas of recruitment, selection and retention. This course will emphasize practical, hands-on experience, and students will be expected understand industry standards and best practices, engage critically with HR industry standards and reflect on their own research. In this course, students will learn how to source, recruit, select and retain the right people with the right skills to advance human resources business strategies. The course is designed to be participatory and stimulate research and outside-of-the-box thinking about current human resources in the North.

Communication, leadership and professional skill building will be emphasized as students self-reflect, think strategically and problem solve human resource-based business challenges.

COURSE REQUIREMENTS

Prerequisite(s): HR 272 (Lead 272) or demonstrated HR experience or permission of Chair or School of Business and Leadership.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

1. Discuss current issues, best practices and methodologies used in recruitment, selection and retention.
2. Explain the interdependence of staffing, talent management and retention with other HRM functions and the importance of planning for an organization's future human resource needs and identify the tools required for effective staff planning and development.
3. Recognize how legislation, technology, changing economic conditions, cultural factors, labour force dynamics, and other external factors influence human resource recruitment planning practices.
4. Describe the role human resources management professionals play in facilitating the steps required for human resource planning in organizations; recommending plans of action that effectively link HR policy to business planning to improve recruitment, culture, retention, performance; and in measuring the impact of human resources management.
5. Identify the appropriate methods for conducting strategic recruitment processes to optimize the performance of an organization.
6. Analyze and evaluate the effectiveness of an organization's recruitment, selection and retention processes and plans and provide recommendations that align with organizational goals and workplace culture.
7. Understand the role of a human resources professional as a business partner in organizational strategy formulation and implementation while modeling a variety of leadership and communication strategies.

COURSE FORMAT

Weekly breakdown of instructional hours

3 hours in-class in a seminar format. This course is designed to require up to an additional six hours per week for further reading, assignments, project work, and reflection. This will vary by student experience, ability and desired level of engagement and mastery.

Delivery format

This course will be delivered in-person; students will attend face-to-face sessions on campus and complete asynchronous online activities.

EVALUATION

Recruitment Assignment	20%
Selection Assignment	20%
Retention Assignment	20%
Final HR Planning Project	30%
Leadership Assessment & Reflection Journal	10%
Total	100%

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Catano, V.M.; Hackett, R.D.; Wiesner, W.H.; Roulin, N.; Belcourt, M. *Recruitment and Selection in Canada, 8th Edition*. Top Hat / Nelson, 2021. Available as an e-book from the [publisher](#) (enter textbook title in search bar).

Additional learning materials will be provided in Moodle.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the

work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

Topics include the strategic importance of staffing, the recruitment environment, job analysis and design, recruitment process, employment testing, interviews, decision-making, orientation, onboarding, employment contracts, methods of evaluation in the hiring process, talent management, HR Planning and motivation and retention.

Date	Topic
Week 1	Introduction to Recruitment & Selection
Week 2	Understanding the labour market, strategic staffing and environmental HRM factors
Week 3	Legal Issues with Recruitment and Selection
Week 4	Understanding the Work: Job analysis and competency models
Week 5	Recruitment: Attracting quality applicants
Week 6	Selection: Screening, Testing & Bias
Week 7	Selection: Interview, Evaluation & Decision Making
Week 8	Orientation & Onboarding & Job Performance
Week 9	Retention: Motivation and Retention Considerations
Week 10	HR Planning: Recruitment, Selection & Retention
Week 11	Talent Management Planning
Week 12	Bringing It All Together