

Course		
<b>Personnel Diagnostics and Development Tools</b>		
Lecturer	Duration	ECTS /Credits
Prof. Dr. Marc Simon marc.simon@ostfalia.de	2 SWS (= 90 minutes class per week)	3
Course Character	Semester	Course Language
Elective Course	Spring Semester	English
Prerequisites		
None, but "Introduction to Human Resources" is a strongly suggested prerequisite course.		
Description of the Course		
<p>This course builds on the introductory HR course and introduces common tools, practices, and personnel diagnostics that are used in the strategic development and selection of personnel. Students will be given an overview of diagnostic tools at the organizational, team, and individual level as these are commonly utilized by employers throughout the employee life cycle (from pre-hire to termination). Student projects will be used to supplement lecture material.</p>		
Course components		
<p>a. <b>Attendance and participation:</b> Attendance and participation in class is strongly encouraged as general discussion, asking questions, and answering questions will foster the understanding of the course contents.</p> <p>b. <b>Exam:</b> A final exam will be held at the end of the semester. The time allowed is 60 minutes. The exam will be based on class lectures and the material introduced in the lecture slides. It will include both multiple choice and short essay questions.</p> <p>c. <b>Presentation:</b> Students will be given the option to present on a course-relevant topic during the semester. Dependent on presentation quality and performance, students can earn up to 10 points of extra credit for the final exam.</p>		
Course Outline		
<ol style="list-style-type: none"> <li>1. Introduction to Organizational Development <ol style="list-style-type: none"> <li>1.1 Organizational and Large Group/ Team Tools</li> </ol> </li> <li>2. Individual Level Tools <ol style="list-style-type: none"> <li>2.1 The Employee Life Cycle and Diagnostics <ol style="list-style-type: none"> <li>2.1.1 Recruitment and Selection</li> <li>2.1.2 Pre Application, Self- Selection</li> <li>2.1.3 Combination Testing for Selection and Problems/Issues with Tools</li> <li>2.1.4 Career Development Diagnostics / Talent Identification</li> <li>2.1.5 Leader Selection</li> <li>2.1.6 Leadership Development</li> <li>2.1.7 Expatriate Management</li> <li>2.1.8 Resignations and Terminations (Outplacement)</li> </ol> </li> </ol> </li> <li>3. Ethical Issues concerning diagnostic testing / common hiring practices</li> </ol>		

## References

- Edenborough, R. Assessment Methods in Recruitment, Selection & Performance: A Manager's Guide to Psychometric Testing. Kogan Page 2007
- French, W.L. and Bell, C.H. Organization Development: Behavioral Science Interventions for Organization Improvement. 6th ed. Prentice-Hall. 1998.
- Hersey, P.; Blanchard, K.H.; Johnson, D.E. Management of Organizational Behavior. 10<sup>th</sup> ed. Prentice Hall 2012.
- Kinicki, A.; Fugate, M. Organizational Behavior: Key Concepts, Skills & Best Practices. 5<sup>th</sup> ed. Mcgraw Hill 2011.

### **Important Note:**

The above outline is tentative and can be modified. This outline is only designed to give students an idea of the topics and the rate at which they will be covered. Some of the above topics will be covered in greater detail than others. The relative importance of each topic will be indicated in class.