

Abstract

Title: A skills focused graduate Staffing course design rooted in adult learning theory and selection validation literature.

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The purpose of this paper is to share both apparent successes and challenges in a course designed to help adult learners gain job ready skills in a compressed delivery graduate Staffing course. Students enrolled in this course are pursuing one of three applied business degrees: Masters of Science in Human Resource Management (MSHARM), Masters in Business Administration (MBA), or, Masters in Management (MSM). Over the past 10 years, the course delivery has been face-to-face, online and hybrid.

Skills focus:

- 1) writing and reviewing resumes;
- 2) writing an effective and legally defensible selection plan;
- 3) writing job announcements;
- 4) choosing appropriate job posting strategies;
- 5) choosing appropriate written tests for applicant screening;
- 6) writing effective and legally defensible job-related semi-structured interview questions;
- 7) improving team working skills;
- 8) conducting performance appraisals and managing teammate performance;
- 9) conducting effective panel interviews;
- 10) developing and using an effective decision matrix;
- 11) writing effective job offer and rejection letters.

Theoretical foundations of the course design: Andragogy (Malcolm Knowles) and selection validation literature.