PSY 6352.010: Personnel Selection
Fall 2018
Tu 4:00 pm – 6:50 pm
Academic 213

Instructor: Kyle W. van Ittersum, Ph. D.
Office: Academic 104F
Email: kvanittersum@angelo.edu
Office Hours: Mondays: 10:00-12:00; 1:00-3:00
                  Tuesdays: 1:00 – 4:00
                  Wednesdays: 10:00 – 12:00; 1:30-2:30
*By appointment as needed

Course Overview
Course Description (From catalog): A review of techniques and strategies for effectively matching individuals with organizations. Topics include job analysis, the measurement of individual differences, strategies for making selection decisions, legal issues related to selection, and an evaluation of common selection tools such as interviews and ability tests.

Required Text:

Attendance Policy: This is a graduate course and a significant amount of material is covered each class period so regular attendance is expected. If you miss class for a legitimate reason, you will have to write a one-page, single-spaced summary of the material covered during that class period to earn your 10 points. If your absence is unexcused you do not have the ability to make-up any points you missed. I reserve the right to determine what reasons are legitimate and constitute an excused absence. If you have more than 2 unexcused absences, you will be dropped a letter grade for each subsequent absence.

Course Requirements and Assignments
In-class Quizzes, Assignments, and Activities: Each class period you will have the opportunity to earn 10 points through a quiz, assignment, or activity. If you read the material before class and show up prepared, you have the best chance at earning the most points. If I notice readings are not being done before class, I will give more quizzes which will be graded for accuracy. If everyone comes to class prepared, I will use more in-class writings, activities, or discussions which you will earn full points simply for engaging in. In other words, do your readings and these points will be essentially free.

Final Exam: At the end of the course, you will be given a take-home final which covers all the material from the course. You will be given the final on the final day of material (11/27) and will have two weeks to complete the final. More specifics about what to expect will be given near the end of the semester. The exam will be worth 150 points.
Course Project: Over the course of the semester you will complete a selection project which consists of several parts detailed below. Overall, you will analyze an existing job, critique the current selection practices, and then provide recommendations based on material learned throughout the course. You may use a job you have had or you may select a job which someone you know has. You will need to at least have access to someone who knows about the job and has knowledge of the selection practices for that job. More specifics about each stage of the project will be discussed in class. Overall, the project is worth 200 points.

Job Selection: The first piece of the project you will turn in is a brief write-up detailing which job you have picked, who has the job, and a brief summary of the selection techniques used to hire for that job. I basically want to see that you have a job picked and have someone who will provide information for that job. This portion is worth 10 points and is due by the end of class 9/18.

Job Analysis: The second piece of this project will be conducting a job analysis. You will use any or all of the techniques discussed in class and the text to fully analyze the job with a specific focus on what you need to know to select someone for that job. You will bring a draft of your analysis to class on 10/09 for your peers to review. You will then have two weeks to revise your analysis before the final copy is due in class on 10/23. This portion is worth 40 points.

Final Recommendations: The final piece of this project will be to critique the current selection practices for the job and provide recommendations based on the literature. I expect to see a thorough discussion of both material from the course as well as the process you used to develop your recommendations. The final copy of your project is due on 12/04 when you present your recommendations to the class. This portion of the project will be worth 100 points.

Presentation: On 12/04, when you turn in the final written portion of your project, you will present to the class. This presentation will cover all aspects of the project so I expect to see some discussion of the job analysis, the current selection practices, and your recommendations. You will present for 5-7 minutes to allow time for questions. The presentation is worth 50 points.

### Point Breakdown and Grading Policy

<table>
<thead>
<tr>
<th>In-class assignments</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Project</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

**Final Grades**

Final grades will be based on the following scale:

- 450 - 500 pts  A
- 400 - 449 pts  B
- 350 - 399 pts  C
- 300 - 349 pts  D
- 0 – 299 pts    F
Grade disputes: If you wish you discuss any points you did or did not receive in the class, you must discuss it with me within 2 weeks of the grade being posted.

Course Policies
Expectations for Class Conduct: Again, this is a graduate class. Show up on time, be prepared for class, engage in discussion, and be respectful of your classmates. If you are disruptive in class or engaging in other activities that are not class related (E.g.: texting, surfing the net, etc.) you will be asked to stop and if you do not, you will be asked to leave class and forfeit your points for that day. If you disrupt multiple class periods, you will forfeit your ability to take the final.

Statement Regarding Academic Honesty
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

Statements for Academic Accommodations for Students with Disabilities
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting: dallas.swafford@angelo.edu

Title IX: Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator – Michelle Boone, Director of Title IX Compliance at: Michelle.Boone@angelo.edu

Religious Holidays: If you must miss class to observe a religious holiday, please notify me as soon as possible.
Schedule for PSY 6352: Fall 2018

Note: Chapters are not presented chronologically.

All chapters marked with an *asterisk* indicate additional article readings provided below.

<table>
<thead>
<tr>
<th>Week: Date</th>
<th>Topic</th>
<th>Chapter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 08/28</td>
<td>Intro to I/O &amp; Selection</td>
<td>1</td>
</tr>
<tr>
<td>2: 09/04</td>
<td>Legal &amp; Ethical Issues in Selection</td>
<td>4</td>
</tr>
<tr>
<td>3: 09/11</td>
<td>Job Analysis</td>
<td>3</td>
</tr>
<tr>
<td>4: 09/18</td>
<td>Criterion Definition</td>
<td>2*</td>
</tr>
<tr>
<td>5: 09/25</td>
<td>Intro to Measurement</td>
<td>6</td>
</tr>
<tr>
<td>6: 10/02</td>
<td>Reliability</td>
<td>7</td>
</tr>
<tr>
<td>7: 10/09</td>
<td>Validity</td>
<td>8*</td>
</tr>
<tr>
<td>8: 10/16</td>
<td>Fairness &amp; Differential Validity</td>
<td>*</td>
</tr>
<tr>
<td>9: 10/23</td>
<td>Recruitment &amp; Fit</td>
<td>5*</td>
</tr>
<tr>
<td>10: 10/30</td>
<td>Applications &amp; Resumes</td>
<td>9*</td>
</tr>
<tr>
<td>11: 11/06</td>
<td>Interviews</td>
<td>10*</td>
</tr>
<tr>
<td>12: 11/13</td>
<td>Personality &amp; Ability Testing</td>
<td>11+12*</td>
</tr>
<tr>
<td>13: 11/20</td>
<td>Assessment Centers &amp; CWB Testing</td>
<td>13+14*</td>
</tr>
<tr>
<td>14: 11/27</td>
<td>Decision Making</td>
<td>15</td>
</tr>
<tr>
<td>15: 12/04</td>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>16: 12/11</td>
<td>No Class (Finals Due)</td>
<td></td>
</tr>
</tbody>
</table>

Note: All material must be read by the date assigned.

**Other Important Dates**
09/18: Turn in job selection portion of semester project
10/09: Bring draft of job analysis to class for review
10/23: Final copy of job analysis due
12/04: Final copy of semester project due AND presentations in class
12/11: Take-home final due
Additional Readings

Week 2 (09/04): Criterion Definition

Week 5 (09/25): Intro to Measurement

Week 6 (10/02): Reliability and Validity

Week 7 (10/09): Validity in Depth

*Suggested Reading:*

Week 8 (10/16): Fairness and Differential Validity

Week 9 (10/23): Recruitment and Fit

*Suggested Reading:*
**Week 10 (10/30): Applications and Resumes**

**Week 11 (11/06): Interviews**
Huffcutt & Culbertson (2011) Ch. 6: Interviews

*Suggested Reading:*

**Week 12 (11/13): Personality and Ability Testing**

**Week 13 (11/20): Assessment Centers**