PSY 6352.010: Personnel Selection  
Fall 2021  
Tu 4:00 pm – 6:50 pm  
Academic 227

Instructor: Kyle W. van Ittersum, Ph. D.  
Office: Academic 104F  
Email: kvanittersum@angelo.edu  
Office Hours:  
Mondays: 12-3:30  
Tuesdays: 12-4  
Wednesdays: 12-1, 1:30-3

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: When you are healthy and able to come to class, I would like you to come to class. If you must miss class for any reason, please speak with me. If you miss class, you will still need to turn in your weekly response and reflection paper. Repeated unexcused absences will result in dropping a letter grade.

Course Requirements and Assignments
Reading Response and Reflection Papers: Each week (beginning in week 2) you will write a one-page, single-spaced paper in which you respond to and reflect on the readings for the week. I want to see evidence that you have read the assigned material and thought about how to apply it. You may also incorporate questions you have that you would like to address together as a class. The paper will be due by noon each Tuesday and you will submit the papers through BlackBoard. Each paper is worth 10 points.

Participation: Throughout the semester you will be able to earn up to 30 points by being actively engaged in the course and course discussions. If you attend class and engage with myself and your classmates, 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 day you present your projects (11/30) and will have one week 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 held (or currently hold) 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 9/14.

**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. This portion is worth 40 points and is due on 09/21.

**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 11/30 when you present your recommendations to the class. This portion of the project will be worth 100 points.

**Presentation:** On 11/30, 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 and more info will be provided during the semester.

### Point Breakdown and Grading Policy

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Weekly Response and Reflection Papers (12 x 10pts)</td>
<td>120</td>
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<tr>
<td>Participation</td>
<td>30</td>
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<tr>
<td>Semester Project</td>
<td>200</td>
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<tr>
<td>Final Exam</td>
<td>150</td>
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<tr>
<td><strong>Total</strong></td>
<td>500</td>
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**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 statement
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D.

You may submit reports in the following manner:
- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.miller@angelo.edu
Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

**Religious Holidays:** If you must miss class to observe a religious holiday, please notify me as soon as possible.
Schedule for PSY 6352: Fall 2021

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>
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<tbody>
<tr>
<td>1: 08/24</td>
<td>Intro to I/O &amp; Selection</td>
<td>1</td>
</tr>
<tr>
<td>2: 08/31</td>
<td>Legal &amp; Ethical Issues in Selection</td>
<td>4</td>
</tr>
<tr>
<td>3: 09/07</td>
<td>Job Analysis</td>
<td>3</td>
</tr>
<tr>
<td>4: 09/14</td>
<td>Criterion Definition</td>
<td>2*</td>
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<tr>
<td>5: 09/21</td>
<td>Intro to Measurement</td>
<td>6</td>
</tr>
<tr>
<td>6: 09/28</td>
<td>Reliability</td>
<td>7</td>
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<tr>
<td>7: 10/05</td>
<td>Validity &amp; Differential Validity</td>
<td>8*</td>
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<td>8: 10/12</td>
<td><strong>TBD</strong></td>
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<tr>
<td>9: 10/19</td>
<td>Recruitment &amp; Fit</td>
<td>5*</td>
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<tr>
<td>10: 10/26</td>
<td>Applications &amp; Resumes</td>
<td>9*</td>
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<tr>
<td>11: 11/02</td>
<td>Interviews</td>
<td>10*</td>
</tr>
<tr>
<td>12: 11/09</td>
<td>Personality &amp; Ability Testing</td>
<td>11+12*</td>
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<tr>
<td>13: 11/16</td>
<td>Assessment Centers &amp; CWB Testing</td>
<td>13+14*</td>
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<tr>
<td>14: 11/23</td>
<td>Decision Making</td>
<td>15</td>
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<tr>
<td>15: 11/30</td>
<td>Presentations</td>
<td></td>
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<tr>
<td>16: 12/07</td>
<td><strong>Final Exam Due by 11:59pm</strong></td>
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Note: All material must be read by the date assigned.

**Other Important Dates**

09/14: Turn in job selection portion of semester project

09/21: Final copy of job analysis due

11/30: Final copy of semester project due AND presentations in class

12/07: Take-home final due (11:59pm)
Additional Readings

Week 4 (09/14): Criterion Definition

Week 5 (09/21): Intro to Measurement

Week 6 (09/28): Reliability and Validity

Week 7 (10/05): Validity and Differential Validity

Suggested Reading:

Week 9 (10/19): Recruitment and Fit

Suggested Reading:

Week 10 (10/26): Applications and Resumes
**Week 11 (11/02): Interviews**
Huffcutt & Culbertson (2011) Ch. 6: Interviews

*Suggested Reading:*

**Week 12 (11/09): Personality and Ability Testing**

**Week 13 (11/16): Assessment Centers**