



K.S. SCHOOL OF ENGINEERING AND MANAGEMENT, BANGALORE - 5600109



DEPARTMENT OF MANAGEMENT STUDIES

NAME OF THE STAFF : Mr. Kishore M N

SUBJECT CODE/TITLE : 18MBAHR301/ RECRUITMENT & SELECTION

SEMESTER/YEAR : III/II

ACADEMIC YEAR : 2019-2020

Sl. No.	Topic to be covered	Mode of Delivery	Teaching Aid	No. of Periods	Cumulative No. of Periods	Proposed Date	Execution Date
UNIT- 1							
1	Job Analysis: Meaning, definition and purpose.	L+D	WB+LCD	1	1	13/08/19	13/8/19
2	Methods of job analysis: job analysis interviews,	L+ D	WB+LCD	1	2	14/08/19	16/8/19
3	Job analysis questionnaire task analysis inventory,	L+ D	WB+LCD	1	3	16/08/19	19/8/19
4	Position analysis questionnaire,	L+D	WB+LCD	1	4	19/08/19	19/8/19
5	subject expert workshops,	L+ D	WB+LCD	1	5	20/08/19	20/8/19
6	Critical incident technique.	L+D	WB+LCD	1	6	21/08/19	21/8/19
UNIT-2							
7	Unit 2: Hiring process & hiring decision: nature of hiring:	L+D	WB+LCD	1	7	23/08/19	23/8/19
8	Regular, temporary,	L+D	WB+LCD	1	8	26/08/19	23/8/19
9	Full time, part time,	L+D	WB+LCD	1	9	27/08/19	26/8/19
10	Apprentice,	L+ D PS	WB+LCD	1	10	28/08/19	27/8/19
11	Contractual,	L+D	WB+LCD	1	11	30/08/19	28/8/19
12	Outsourcing	L+ D	WB+LCD	1	12	03/09/19	03/9/19
13	Existing post or new post to be created	L+D	WB+LCD	1	13	04/09/19	09/9/19
14	Need analysis,	L+D	WB+LCD	1	14	06/09/19	11/9/19
15	Cost analysis and job analysis	L+D	WB+LCD	1	15	09/09/19	13/9/19
UNIT-3							
16	Unit 3: Hiring internally: Meaning and definition of internal recruitment,	L+ D	WB+LCD	1	16	11/09/19	13/9/19
17	Advantages and disadvantages in terms of cost, time, quality and	L+ D	WB+LCD	1	17	16/09/19	16/9/19

	suitability.						
18	Sources of internal recruitment: - circulars, intranet advertisements,	L+D	WB+LCD	1	18	17/09/19	19/9/19
19	employee referrals,	L+D	WB+LCD	1	19	18/09/19	20/9/19
20	Appointment or promotion,	L+D	WB+LCD	1	20	20/09/19	23/9/19
21	Policy guidelines and	L+D	WB+LCD	1	21	23/09/19	29/9/19
22	Union settlements.	L+D	WB+LCD	1	22	24/09/19	1/10/19
UNIT- 4							
23	Meaning and definition of external recruitment.	L+D	WB+LCD	1	23	25/09/19	3/10/19
24	Sources of recruitment:- advertisement, in newspaper, TV/Radio,	L+D	WB+LCD	1	24	27/09/19	24/10/19
25	Internet, search on the internet, wanted signboards, consultants,	L+D	WB+LCD	1	25	30/09/19	9/10/19
26	Employment exchange, campus recruitment,	L+D	WB+LCD	1	26	01/10/19	11/10/19
27	Employee referrals and unsolicited applications.	L+D	WB+LCD	1	27	04/10/19	14/10/19
28	Advantages of the above sources in terms of cost, time, convenience, reach of the targeted population, and quality of applicant pool	L+D	WB+LCD	1	28	06/10/19	15/10/19
29	disadvantages of the above sources in terms of cost, time, convenience, reach of the targeted population, and quality of applicant pool	L+D	WB+LCD	1	29	09/10/19	17/10/19
30	disadvantages of the above sources in terms of cost, time, convenience, reach of the targeted population, and quality of applicant pool	L+D	WB+LCD	1	30	11/10/19	17/10/19
UNIT- 5							
31	Application Forms: bio-data / resume / curriculum vitae and Weighted application blanks: meaning definition, purpose,	L+D	WB+LCD	2	32	16/10/19	21/10/19
32	advantages and disadvantages –	L+D	WB+LCD	1	33	18/10/19	24/10/19



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33	taking a Behavioral approach to recruitment: spotting personality patterns, making basic assumptions,	L+D	WB+LCD	1	34	21/10/19	24/10/19
34	Predicting the future, strategy Vs. Technique, Pinning down what is needed: targeted interviewing,	L+D	WB+LCD	1	35	22/10/19	31/10/19
35	Focusing on behavior, assessing how person performs, and assuming they have been hired.	L+D	WB+LCD	1	36	23/10/19	18/11/19
36	Identifying the ingredients of success:	L+D	WB+LCD	1	37	25/10/19	19/11/19
37	The winning candidate's profile,	L+D	WB+LCD	1	38	28/10/19	19/11/19
38	Challenges in the Interview	L+D	WB+LCD	1	39	30/10/19	21/11/19
39	The starting point, day to day execution,.	L+D	WB+LCD	1	40	04/11/19	21/11/19
40	dealing with people	L+D	WB+LCD	1	41	5/11/19	22/11/19
UNIT- 6							
41	Testing, Reference checking & Appointment orders: Meaning, definition, purpose,	L	WB+LCD	1	42	6/11/19	25/11/19
42	advantages and disadvantages, Ability tests	L	WB+LCD	1	43	8/11/19	25/11/19
43	clerical ability test, mechanical ability test,	L+D	WB+LCD	1	44	11/11/19	26/11/19
44	mental ability test, physical ability test,	L+D	WB+LCD	1	45	12/11/19	26/11/19
45	personality assessment test, typing test, shorthand test,	L+D	WB+LCD	1	46	12/11/19	28/11/19
46	computer proficiency test	L	WB+LCD	1	47	13/11/19	27/11/19
47	Reference checking: meaning, definition and purpose.	L	WB+LCD	1	48	22/11/19	27/11/19
48	Verification of character, criminal antecedents,	L	WB+LCD	1	49	25/11/19	29/11/19
49	previous work behavior and	L	WB+LCD	1	50	26/11/19	29/11/19



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	education qualifications						
50	Appointment orders Meaning, definition, and purpose.	L	WB+LCD	1	51	27/11/19	29/11/19
51	Contents of appointment letter hard copy (or soft copy).	L+D	WB+LCD	1	52	29/11/19	29/11/19

Course In charge

Head of the Department

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