

# BUS 335 – Staffing Organizations

## Course Description

Examines the role of staffing to support an organization's strategy and improve productivity. Reviews the key legal compliance issues associated with staffing organizations. Emphasis is placed on HRM planning, job analysis, effective recruitment strategies, developing selection processes, and formulation of staffing plans. Provides considerations for employee retention.

## Instructional Materials

Heneman III, H. G., Judge, T. A., & Kammeyer-Mueller, J. D. (2012). *Staffing organizations* (7th ed.). Middleton, WI: Mendota House / McGraw-Hill.

## Course Learning Outcomes

1. Explain the role of staffing to support an organization's strategy and improve productivity.
2. Develop a model for staffing an organization that supports the firm's Human Resources Management strategy and sustains productive operations.
3. Summarize the key legal compliance issues associated with staffing organizations.
4. Explain the planning considerations for staffing organizations, the use of job analysis, and the components of a staffing plan.
5. Develop recruitment plans using both internal and external recruitment.
6. Design a selection process that incorporates a variety of assessment methods and a supporting decision method for candidate selection.
7. Identify the factors affecting employee retention and develop a workforce retention program for an organization.
8. Use technology and information resources to research issues in staffing organizations.
9. Write clearly and concisely about staffing organizations using proper writing mechanics.