



**BAKER COLLEGE**  
**STUDENT LEARNING OUTCOMES**

**HRM3010A Staffing Human Resources**  
**3 Semester Hours**

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**Student Learning Outcomes & Enabling Objectives**

1. Evaluate various software applications that manage organizational human resource information.
  - a. Compare different commercial software products for managing organizational human resource information.
  - b. Evaluate the benefits of using software to manage human resource information.
  - c. Identify the various types of human resource information that needs to be managed.
  - d. Identify the potential legal and ethical issues of using a computerized human resource information system.
  
2. Evaluate the use of computer systems in the recruiting process.
  - a. Compare different methods of posting job openings online.
  - b. Compare different commercial applicant tracking products.
  - c. Identify the potential legal and ethical issues of using a computerized recruiting applications.
  
3. Create a staffing plan that organizations can use to acquire talent.
  - a. Compare various staffing models that organizations can use to acquire talent.
  - b. Perform job analysis and needs assessment for the organization.
  - c. Develop and compare job descriptions for the organization.
  - d. Interpret the strategic issues of human resource planning that shape and guide an organization's human resource (HR) management program, to help the organization reach its goals.
  - e. Assess the adaptation that HR managers and departments must make to address the external influences that have an impact on HR activities.
  
4. Evaluate the practical implications and application of legal issues, regulations and controversial staffing issues as they relate to the staffing process.
  - a. Analyze information on equal employment opportunity by reviewing Title VII of the Civil Rights Act: American with Disabilities Act (ADA), Age Discrimination and Employment Act, Civil Rights Act 1991, Pregnancy Discrimination Act.
  - b. Analyze information on federal and state legislation regarding marital status, gender equity (LGBT issues), and sexual harassment.
  - c. Analyze immigration reform act, criminal background check regulations, Veterans Reemployment Act, and other military requirements.

5. Evaluate various recruiting and selection methods.
  - a. Compare external and internal recruitment and staffing methods
  - b. Analyze interviewing techniques used in recruiting (behavioral style process of interviewing)
  - c. Describe the key components (Plan, Conduct, and Evaluate) of the Behavioral Interviewing process
  - d. Develop good interview content that includes direct knowledge and behavior-based questions
  - e. Recognize why some questions cannot be legally asked in the interview process
  - f. Analyze techniques on retaining top talent
  - g. Describe the benefits of Coaching & Performance Management Process.
  
6. Develop the job offer process for an organization.
  - a. Analyze various components of employment contracts.
  - b. Interpret the construct of an at will employment relationship.
  - c. Compare salary negotiation strategies.
  - d. Explain the onboarding process for an organization

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These SLOs are approved for experiential credit.

**Effective: Fall 2020**