

# 102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	招募與甄選管理	Serial No. / ID	1201 / IRM4092
Dept.	人力資源暨公共關係學系	School System / Class	大學日間部2年1班
Lecturer	李旭梅	Full or Part-time	專任
Required / Credit	Required / 3	Graduate Class	No
Time / Place	(三)234 / D007	Language	Chinese

Introduction
1. To impart the basic knowledge from the field of recruitment and selection theory
2. To apply theoretical perspectives to perform the task in recruitment and selection

Outline
1. Job Analysis and Planning
2. External and Internal Recruitment
3. Reliability of Selection Measures
4. Validity of Selection Procedures
5. Strategies for Selection Decision Making
6. Application Forms and Biodata Assessments, Training and Experience Evaluations, and Reference Checks.
7. The Selection Interview.
8. Ability Testing for Selection
9. Personality Assessment for Selection
10. Performance Tests and Assessment Centers for Selection
11. Integrity Testing, Drug Testing, and Graphology

Prerequisite
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