



APPLIES TO ACADEMIC YEAR 2011/2012

BIK 2908 Recruitment, interview technics and newcomers' learning processes

Programme

Single courses

Responsible for the course

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Department

Department of Leadership and Organizational Behaviour

Term

According to study plan

ECTS Credits

7,5

Language of instruction

Norwegian

Introduction

In a knowledge society, the focus is on competence as important competition advantage for most organizations, with consequences on recruitment of new employees, what interview techniques to use, and how to facilitate newcomers learning processes. More focus on recruitment and the selection process, what competence the organization needs and how to increase knowledge on newcomer's socialization processes is therefore important. Optimal and effective solutions are therefore focus, along with research questioning what methods to use. For instance when it comes to psychological tests and how they are applied and used. Recruitment still has a lot of potential when it comes to methods, interviews, selections, effectiveness and productivity. And at the same time, the recruitment process gives important knowledge about the newcomers and how to facilitate their learning processes once entering the organization. To recognize organizational socialization taking from 6-12 months as to when we can consider the newcomers established in the new organization, is also important for the facilitation of their learning processes.

Learning outcome

The objective with this course is to offer our participators an introduction to different selection methods, its utility value and efficiency. We will emphasize interview as a tool and which requirements the organization must place when it comes to the use of psychological tests. Theories about personality, intelligence and creativity will be a necessary background for the use of tests together with the ethical reflections associated with the selection process. During this course our participants will:

- Complete structured and situational job interviews
- Do a utility-cost analysis of own employments
- Quality assure a job interview
- Distinguish between good and bad tests
- Organize for good training- and education plans for newcomers' learning processes

In addition, our objective with this course is to offer our participants an increased understanding of those requirements and expectation the organization is facing when it comes to organizing for formal and informal learning processes and learning arenas in the organization. The participants will gain necessary knowledge about established colleagues significance for the newcomers, how informal groupings may strengthen the newcomers knowledge development, and how theories and research within self leadership and knowledge development may offer optimal solutions for newcomers' organizational socialization processes.

The course may also be approved by the Norwegian Veritas and provide, in accordance with guidelines, the basis for applying for certification in accordance with DNV standards for recruiting personnel.

Learning objective

Contribute to those participants complete efficient and reliable recruitment processes, together with organizing for newcomers learning processes.

Knowledge objective

Finishing the course, the participants should be able to prepare a job- and requirement specification, and also prepare, plan and implement an effective and reliable recruitment process. They should also be able to prepare an training plan for newcomers and organize their learning processes.

Behavioral objective

The course contribute to that participants gets a reflective and realistic view of the accuracy in a recruitment process. They should finish a good recruitment process and learning process in a righteous way. As well, they will gain a conscious relation to individual differences, ethical problems and other conditions one must allow for.

Prerequisites

This is a induction course, and therefore no previous knowledge is required.

Compulsory reading

Books:

Filstad, Cathrine. 2010. Organisasjonsl ring : fra kunnskap til kompetanse. Fagbokforl. Kapittel 4, 5 (kunnskapens mange ansikter 93-97, taus og eksplisitt kunnskap 102-104, case 1), 6, 7, 8 og 10

Jakobsen, Cathrine Filstad. 2003. Nyansatte i organisasjoner : perspektiver p  l ring og organisasjonssosialisering. Abstrakt forlag. Kap 3 (OS som l ring 56-83), kap 7 , 8 (156-176)

Kahlke, Edith og Victor Schmidt. 2000. Job og personvurdering : om    ge tr fsikkerheden i personaludv lgelse. 2. utg. B rsen

Kaufmann, Geir og Astrid Kaufmann. 2009. Psykologi i organisasjon og ledelse. 4. utg. Fagbokforlaget. Kap.5

Recommended reading

Course outline

Various selection methods, its efficiency and value

Job analysis - the foundation for the selection process

Job-interview

Psychological basic assumptions for recruitment and learning

Requirements to and overview of psychological tests

Learning in organizations - tacit and explicit knowledge

Organizational socialization: newcomers learning processes

Community of practice - formal and informal communities for learning and knowledge development

Established colleagues as coaches, mentors and role models

Computer-based tools

No requirements for software tools.

Learning process and workload

The course is carried out over one semester with 42 course hours. The students must be aware of some preparations outside ordinary class hours.

Examination

The course is completed with a 4 hours written exam.

Examination code(s)

BIK 29081 - Written exam; counts for 100% of the final grade in course BIK 2908, 7,5 credits.

Examination support materials

No aids allowed

Re-sit examination

Makeup exam allowed for when the course is carried out the next time.

Additional information