

<b>POLI</b> ESCOLA SUPERIOR TECNOLOGIA GESTÃO <b>TÉCNICO</b> <b>QUARDA</b>	<b>SUBJECT DESCRIPTION</b>	<b>MODELO</b> PED.013.03
---	----------------------------	-----------------------------

Course	Human Resources Management					
Subject	Planning and Job Analysis					
Academic year	2023/2024	Curricular year	2nd	Study period	2nd semester	
Type of subject	Compulsory	Student workload (H)	Total: 252	Contact: 90	ECTS	9
Professor(s)	Maria Elisa Lopes de Figueiredo PhD					
<input checked="" type="checkbox"/> Area/Group Coordinator <input type="checkbox"/> Head of Department	(select)	Amândio Baía PhD				

## PLANNED SUBJECT DESCRIPTION

### 1. LEARNING OBJECTIVES

- Provide information and promote a critical analysis of the policies of the EU (European Union) for the job;
- To contribute to the characterization of human resources policy at the level of planning and job analysis;
- Provide tools to perform the analysis and job classification;
- Raising awareness of business dynamics.

### 2. PROGRAMME

**Chapter I** - The Design, Analysis and Job Description (AJD) and the Guidance and Integration as application instruments of people in organizations.

1.1 The Application Subsystem people under the system of human resource management

1.2 The Orientation and Integration Process

#### Chapter 2 - AJD

2.1 Definition of some concepts used in job analysis

2.2 The Evolution of jobs and job design

2.3 Analysis and job description

2.3.1 AJD objectives

2.3.2 AJD process

2.3.3 AJD methods

2.3.4 AJD model form

2.3.5 Contribution of the AJD to Human Resource Management

	<b>SUBJECT DESCRIPTION</b>	<b>MODELO</b> PED.013.03
---	----------------------------	-----------------------------

### **Chapter 3 – Human Resources Planning (HRP)**

#### 3.1 The Strategic Planning of HR

#### 3.2 HRP objectives

#### 3.3 Construction models of PRH

#### 3.4 Factors involved in HR Planning

#### 3.5 Analysis of the HR available in the company

#### 3.6 Absenteeism

#### 3.7 The environment

#### 3.8 Operationalization of HRP

#### 3.9 Projection of the staff needs

#### 3.10 The HR Plan

### 4. Relatório Único

#### 4.1 Objectives

#### 4.2 Form – information/indicators

### **3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES**

This curricular unit, developed through the syllabus, aims to foster the overall education of the student as a person and as a future professional, making them aware of the need to know how to be and how to behave as well as to know how to do, technically, operationally and instrumentally, both integrally and systemically.

Students should thus acquire and develop behavioral, operational and instrumental skills. In the end, the student should be able to participate and develop his/her professional activity autonomously in terms of organization, development, implementation and update processes and tools for analysis and job description.

### **4. MAIN BIBLIOGRAPHY**

Bilhim, (2007), “*Gestão Estratégica de Recursos Humanos*” 3ª Edição, Lisboa, Universidade Técnica;

Caetano, & Vala, (2006), *Gestão de Recursos Humanos – Contextos, Processos e Técnicas*, Lisboa RH Editora;

Câmara, P.; Guerra, P. e Vicente, J. (2007), *Novo Humanator – Recursos Humanos e Sucesso Empresarial*, Edições D. Quixote.

	<p style="text-align: center;"><b>SUBJECT DESCRIPTION</b></p>	<p style="text-align: center;"><b>MODELO</b> PED.013.03</p>
---	---	---

Cascão (2004), *Entre a Gestão de Competências e a Gestão do Conhecimento - Um Estudo exploratório de Inovação na Gestão das Pessoas*. Lisboa, Editora RH.

Ceitel, M. (2006), *Gestão de Recursos Humanos para o Séc. XXI*, Edições Sílabo, 1ª Edição.

Chiavenato, I. (1994), *Administração, Teoria, Processo e Prática*, Editora Afiliada, 2ª Edição, S. Paulo.

Chiavenato, Idalberto, (2004), *Gestão de Pessoas*, 2ª Edição, Rio de Janeiro: Editora Campus.

*Cunha, Miguel Pina; Rego, Arménio; Gomes, Jorge F.S.; Cabral-Cardoso, Carlos;*

*Marques, Carlos Alves e Cunha, Rita Campos (2015); Manual de Gestão de Pessoas e do Capital Humano, Edições Sílabo, 3ª Edição.*

Cushway, B. e lodge, D. (1998) *Organizações, Planeamento e Comportamento*, Clássica.

Figueiredo, Elisa; Material Didático de apoio às aulas, ano letivo de 23/24;

Lopes, A. (2017) *Fundamentos de Gestão de Pessoas – Para uma síntese epistemológica da iniciativa, da competição e da cooperação*, 1ª Edição, Edições Sílabo.

Moura, E. (2004), *Manual de Gestão das Pessoas*, Edições Sílabo, 1ª Edição.

Peretti, J. (2001), *Recursos Humanos*, Edições Sílabo, 3ª Edição.

Rebelo, F. (2004), *Ergonomia no Dia a Dia*, Edições Sílabo.

Silva, V. e Reis, F. (2018) *Capital Humano – Temas para uma boa Gestão das Organizações*, Edições Sílabo, 2ª Edição.

Sousa, Maria José; Duarte, Teresa e outros, (2006), *Gestão de Recursos Humanos*, Lidel.

## 5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Teaching methodology: lecture, interactive lesson, debate, presentation and/or interaction with audiovisual aids and case studies. Students select their assessment from the following:

**Ongoing assessment** – one written test (50%) (with minimum grade of 7 values) + assignments (50%) – note that with the exception of those with student-worker status, ongoing assessment requires minimum attendance of two-thirds of the classes; or

**Exam** – one written test (100%).

## 6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The teaching methodology is based on lectures of theoretical concepts and models accompanied by a critical analysis of case studies and practical assignments, their presentation and discussion so that the students visualize and understand the practical application of these concepts while they develop their critical analysis skills.

	<b>SUBJECT DESCRIPTION</b>	<b>MODELO</b> PED.013.03
---	----------------------------	-----------------------------

## 7. ATTENDANCE

Continuous assessment requires a mandatory minimum attendance of 2/3 of the classes (this condition does not apply to employed students).

## 8. CONTACTS AND OFFICE HOURS

Name: Maria Elisa Lopes Figueiredo

E-mail: [efigueiredo@ipg.pt](mailto:efigueiredo@ipg.pt)

Telephone Number: +351271220111 (Extension: 1217)

Office: 17

### Office Hours:

Tuesday: 11.30h to 13:00h

Wednesday: 15:30h-17:30h

Friday: 15:30h-16:30h

### Area Coordinator:

Name: Amândio Baía PHD

E-mail: [baia@ipg.pt](mailto:baia@ipg.pt)

Telephone Number: +351271220111 (Extension: 1241)

Office: 41

## 9. OTHERS

*DELETE SECTION 9. IN COMPLETED SUBJECT DESCRIPTION*

## DATE

**3 de março de 2022**

## SIGNATURES

*Professor(s), Area/Group Coordinator or Head of Department signatures*

Professor

(signature)

Area/Group Coordinator

<p><b>POLI</b>  ESCOLA SUPERIOR  TECNOLOGIA  GESTÃO  <b>TÉCNICO</b>  <b>GUARDA</b></p>	<p><b>SUBJECT DESCRIPTION</b></p>	<p><b>MODELO</b>  PED.013.03</p>
--	-----------------------------------	--------------------------------------

(signature