POLI
ESCOLA SUPERIOR TECNOLOGIA GESTÃO

Técnico Guarda

SUBJECT DESCRIPTION

Course	Human Resource Management					
Subject	**Recruitment and Hiring**					
Academic year	2023-2024	*Curricular year*	3rd	*Study period*	1st semester	
Type of subject	Compulsory	*Student workload (H)*	Total: 168	Contact: 60	*ECTS*	6
Professor(s)	Professora Doutora Ana Maria Gonçalves Lourenço Roque Santos Pinto					

☒ *Area/Group Coordinator* ☐ *Head of Department*	*(select)*	Professora Doutora Maria Manuela Natário

PLANNED SUBJECT DESCRIPTION

1. LEARNING OBJECTIVES

- The student is expected to grasp the significance of the recruitment and selection process as a critical success factor for organizations.

- The student is expected to comprehend various methods and techniques of recruitment and selection, demonstrating the ability to plan and execute these processes effectively.

- The student is expected to recognize the critical role of onboarding and integrating new employees as key factors influencing motivation and productivity. Additionally, an understanding of the increasing importance of retaining human capital within organizations is crucial.

- The student should have a comprehensive understanding of different types of employment contracts, including their characteristics and the associated legal framework.

2. PROGRAMME

1. **Human Resources and Strategic Planning**
    a. Assessment of human resources needs
2. Recruitment
    a. Recruitment contexts
    b. Methodologies and sources of recruitment
    c. Talent attraction strategies
    d. Importance of new technologies (e-recruitment)
    e. Employer branding
3. Selection
    a. Phases of a selection process
    b. Predictive capacity of selection methods and techniques (biographical data, tests, assessments, and interviews)
    c. Methods and techniques of selection
    d. Competency Assessment Centers
    e. Evaluation and monitoring

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MODELO

PED.013.03

4. Making decision and Hiring

   a. Welcoming and integrating new employees

   b. Organization socialization and socialization techniques

   c. Psychological contract and organizational commitment

   d. Monitoring, evaluation, and control of the process

   e. Retention policies

5. Contracting

   a. Types of contract

   b. Probationary period

   c. Outsourcing and human resources management

   d. The role of Unions

   e. Collective bargaining

3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES

The curriculum is designed to facilitate the mastery of human resource management techniques related to employee recruitment and selection. It explores these processes from an organizational standpoint, delving into the necessary procedures for recruiting and selecting new employees, as well as the pivotal role played by HR managers involved in these processes.

By combining theoretical models with practical applications through the analysis of case studies and hands-on exercises, students will gain a comprehensive understanding of techniques and tools for assessment, selection, and decision-making.

4. MAIN BIBLIOGRAPHY

Armstrong, M. (2017). *A Handbook of Human Resource Management Practice*. 14th edition, London, Kogan Page.

Câmara, P.; Guerra, P. e Rodrigues, J. (2016). *Humanator XXI: Recursos Humanos e Sucesso Empresarial*. 7ª edição, Publicações Dom Quixote.

Gomes, J.; Cunha, M*.;* Rego, A.*;* Cunha, R.; Cabral-Cardoso, C.; Marques, C. (2015). *Manual de Gestão de Pessoas e do Capital Humano*. 3ª Edição, Edições Sílabo.

Peretti, J. (2007). *Recursos Humanos.* Edições Sílabo, Lisboa – Porto.

Sousa, M.; Gomes, J.; Sanches, P. e Duarte, T. (2006). *Gestão de Recursos Humanos – Métodos e práticas*, 10º Edição, Editora Lidel.

Periodic publications and support material made available by the professor.

5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)

Teaching Methodologies: lecture; interaction lesson; debate; presentation/interaction using audiovisual instruments; case study.

Evaluation:

The student may choose one of the following evaluation methods:

A) Continuous evaluation: the student must do a test and a group work.

The final classification is given by:

Final Classification= 0,7 (classification on frequency/exam*) + 0,3 (work classification)

*Minimum classification: 7,0 values

B) Exam (100%) evaluation for those students who do not opt for the continuous evaluation.

The student will be Approved when the final classification is 10 (ten) or more.

6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES

The teaching methodology relies on presenting concepts and theoretical reference models, complemented by a critical analysis of case studies, hands-on exercises, and group discussions. The goal is to enable students to visualize and comprehend the practical application of these concepts, fostering the development of their critical analysis skills.

7. ATTENDANCE

Students choosing the continuous assessment scheme are required to attend a minimum of two-thirds of the scheduled lessons. An exception is made for working students; however, they must adhere to the deadline set for the submission of assigned work.

8. CONTACTS AND OFFICE HOURS

Email: anapinto@ipcb.pt

Phone number: +351271220111 (VOIP: 1262)

Office nr 16

Office hours: Monday 13:30h – 14:30h

9. OTHERS

N.A.

DATE

02 October 2023

SIGNATURES

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

Professor

(signature)

Area/Group Coordinator

(signature)

Assinatura na qualidade de (clicar)

(signature)

Assinatura na qualidade de (clicar)

(signature)