INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
SEMESTER	5
COURSE TITLE	TALENT ACQUISITION
COURSE CODE	04BH0512
COURSE CREDITS	3

Course Outcomes: After completion of this course, student will be able to:

1 Understand various insights of recruitment process

2 Application of various methods of selection in practices in the contemporary organizations.

3 Integrate the knowledge of labour laws with HR practices

Pre-requisite of course:NONE

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
3	0	0	50	50	0	0	0

Contents : Unit	Topics	Contact Hours
1	**RECRUITMENT** Introduction and Significance of HR, Human Resource Planning Process, Recruitment Process, Process of writing the JD, Strategic Recruitment ,Online Job Portals and Social media hiring, Creating databases of candidates and short listing	14
2	**SELECTION** Follow up Strategies, Selection Process, types of interviews and tests, Background Verification, Offer Negotiation, Offer Letter Creation, Rejecting Candidates ,Placement and induction	12
3	**Issues in Recruitment and Selection** Retention Strategies, Recruitment Policy and its various aspects such as Ethics in recruitment, Equal Opportunity Act-1984, Diverse Workforce, case study	10
Total Hours		**36**

Textbook :

1 Recruiting, Interviewing, Selecting and Orienting New Employees, Diane Arthur, Prentice Hall India Learning Private Limited, 2020

MR. PARAS CHANDULAL RUGHANI   DR. SUNIL KUMAR JAKHORIA

Digitally signed by (Name of HOD)   **Digitally signed by (Name of Dean/ Principal)**

Textbook :

  2   Human Resource Management, Pravin Durai, Pearson: Dorling Kindersley (India), 2020

References:

  1   Human Resource and Personnel Management, Text and Cases, Human Resource and Personnel Management, Text and Cases, K. Aswathappa , Tata MC Graw-Hill, 2010

  2   Human Resource Management, Human Resource Management, Gary Dessler & BijuVarkkey, Pearson, 2016

  3   Human Resource Management - Text and Cases, Human Resource Management - Text and Cases, V.S.P. Rao , Excel Books, 2006

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	**Understand**	**Apply**	**Analyze**	**Evaluate**	**Higher order Thinking**
10.00	20.00	25.00	25.00	10.00	10.00

Instructional Method:

  1   THEORY