

**1. General information****Course:** HUMAN RESOURCE RECRUITMENT AND SELECTION**Code:** 43337**Type:** ELECTIVE**ECTS credits:** 4.5**Degree:** 325 - UNDERGRADUATE DEGREE IN LABOUR RELATIONS AND HUMAN RESOURCES DEVELOPMENT (AB)**Academic year:** 2022-23**Center:** 111 - FACULTY OF INDUSTRIAL RELATIONS AND HUMAN RESOURCES OF ALBACETE**Group(s):** 10**Year:** 4**Duration:** C2**Main language:** Spanish**Second language:** English**Use of additional languages:****English Friendly:** Y**Web site:****Bilingual:** N**Lecturer:** JUAN CARLOS OLIVER SANCHEZ - Group(s): 10

Building/Office	Department	Phone number	Email	Office hours
1.04	ADMINISTRACIÓN DE EMPRESAS	8263	juancarlos.oliver@uclm.es	

2. Pre-Requisites

Not established

3. Justification in the curriculum, relation to other subjects and to the profession

Not established

4. Degree competences achieved in this course**Course competences**

Code	Description
E07	Ability to understand the regulatory framework governing labor relations and Social Security.
E08	Ability to advise and/or manage on employment and recruitment matters based on the knowledge of the regulatory framework for labor relations.
E09	Ability to advise and represent workers and employers in collective bargaining processes and collective labor disputes.
G01	Ability to understand the structure and functioning of the product and labor markets.
G02	Capacity for legal reasoning and interpretation, understanding the general theory of legal norms.
G03	Advisory and technical representation capacity in the administrative field.
G04	Familiarity with the main aspects of corporate and labor taxation.
G05	Ability to understand and advise on the different forms of legal organization of business activities.
G06	Ability to draft and interpret contracts and to advise on civil liability.

5. Objectives or Learning Outcomes**Course learning outcomes**

Description

Formulate and interpret the financial statements of a company.
Appropriate use of ICTs.
Apply social research techniques to this professional field.
Autonomous learning.
Understanding texts in a foreign language.
Detect and evaluate entrepreneurial ideas oriented to self-employment.
Exhibition and defense of matters related to the subject.
Apply processes of recruitment, selection and integration of human resources.
Apply techniques of development, evaluation and compensation of human resources.
Seeking, analyzing and summarizing information.
Understand the implications of social responsibility and ethics in making business decisions.

6. Units / Contents**Unit 1: People and organizations****Unit 2: The administration of human resources****Unit 3: Provision and recruitment****Unit 4: Recruitment****Unit 5: Socialization in the organization****Unit 6: Labor rupture in the organization****Unit 7: Job design, description and analysis****Unit 8: Ethics and responsibility in the human resources management**

7. Activities, Units/Modules and Methodology							
Training Activity	Methodology	Related Competences (only degrees before RD 822/2021)	ECTS	Hours	As	Com	Description
Class Attendance (theory) [ON-SITE]	Lectures	E07	0.6	15	N	-	
Class Attendance (practical) [ON-SITE]	Case Studies	E08 E09 G02	0.6	15	Y	N	
Other off-site activity [OFF-SITE]	Self-study	E07 E08 E09 G01 G02 G03 G04 G05 G06	0.68	17	N	-	
Writing of reports or projects [OFF-SITE]	Other Methodologies	E07 E08 E09 G01 G02 G03 G04 G05 G06	1.2	30	N	-	
Group tutoring sessions [ON-SITE]	Guided or supervised work	E09 G02 G03	0.18	4.5	N	-	
Project or Topic Presentations [ON-SITE]	Combination of methods	G01 G04	0.16	4	Y	N	
Study and Exam Preparation [OFF-SITE]	Self-study	E07 G01 G03	1	25	N	-	
Final test [ON-SITE]	Assessment tests	E07 E08 E09 G02 G06	0.08	2	Y	N	
Total:			4.5	112.5			
Total credits of in-class work: 1.62			Total class time hours: 40.5				
Total credits of out of class work: 2.88			Total hours of out of class work: 72				

As: Assessable training activity

Com: Training activity of compulsory overcoming (It will be essential to overcome both continuous and non-continuous assessment).

8. Evaluation criteria and Grading System			
Evaluation System	Continuous assessment	Non-continuous evaluation*	Description
Assessment of active participation	30.00%	0.00%	
Assessment of problem solving and/or case studies	30.00%	0.00%	
Final test	40.00%	100.00%	
Total:	100.00%	100.00%	

According to art. 4 of the UCLM Student Evaluation Regulations, it must be provided to students who cannot regularly attend face-to-face training activities the passing of the subject, having the right (art. 12.2) to be globally graded, in 2 annual calls per subject, an ordinary and an extraordinary one (evaluating 100% of the competences).

9. Assignments, course calendar and important dates	
Not related to the syllabus/contents	
Hours	hours

10. Bibliography and Sources						
Author(s)	Title/Link	Publishing house	Citv	ISBN	Year	Description
GARCIA-TENORIO RONDA, J; SABATER SANCHEZ, R.	FUNDAMENTOS DE DIRECCIÓN Y GESTIÓN DE RECURSOS HUMANO	THOMPSON		84-9732-243-6	2004	
DESSLER, G.	ADMINISTRACIÓN DE RECURSOS HUMANOS	PEARSON	MADRID	978-607-442-285-6	2009	
GOMEZ-MEJIA, L.; CARDY, R.	GESTIÓN DE RECURSOS HUMANOS	PEARSON	MADRID	978-84-83224-02-1	2008	
BONACHE, J. y otros	DIRECCION DE PERSONAS: EVIDENCIAS Y PERSPECTIVAS PARA EL SIGLO XXI	PEARSON EDUCATION		84-205-5037-X	2005	