PERFORMANCE, RECRUITMENT AND SELECTION MANAGEMENT

Code: 21735

Main Scientific Area: Business management

Lecturer: José Lucas Pinhão Sousa

Language of Instruction: Portuguese

Regime: S2

Contact Hours: 25h Total Workload: 110h

ECTS: 5,0

Objectives

This curricular unit aims to provide students with knowledge and skills that allow them to effectively conduct the entire Recruitment and Selection process in line with the Strategic Management of Human Resources. As well as providing students with skills for the development and implementation of welcoming, integration and retention programs for all employees.

Train participants in the importance of Performance Management in the context of human resources management and in the success of the organization, as a way of achieving strategic objectives through the fulfillment of individual objectives, becoming an important management tool by enabling the innovation, competitiveness and differentiation, as well as substantiating rewards, thus helping organizations to achieve their strategic goals and their people to manage their careers.

Learning Outcomes

Identify the different types of recruitment and selection most practiced; Identify and apply the different recruitment and selection methodologies;

Identify and assist in the construction of job descriptions, and how to transform the relevant information for attracting candidates;

Analyze a Curriculum Vitae;
Design, conduct and evaluate a selection interview;
Realize the importance of an adequate reception program;
Develop welcoming and integration programs, appropriate to the company and the role to be recruited; Define, recognize, measure and value talent in the organization, through management by skills and training; Develop an incentive system Create a career plan structure.

Course Contents

Organizational Framework of Recruitment and Selection in strategic people management Recruitment

Definition of recruitment; Law of supply and demand of the labor market; Stages of the recruitment process; Recruitment needs; Analysis of the recruitment request;

Function definition; Recruitment Types.
Selection
Selection techniques: Interview; dynamics; Tests.
Socialization and Integration
Concepts; Process.
Retention
Concepts; Its importance and impact on organizations.
Performance Management
Characterization and objectives of performance management;
Types of rewards: personal – organizational;
Remuneration policy and characteristics and a good remuneration system; Role-based compensation models;
Competency-based remuneration models;The importance and evolution of the concept of career management.

Recommended Bibliography

Bernardes, A. (2008) Politicas e praticas de formacao e desenvolvimento em grandes empresas: situacao atual e perspetivas futuras, Sisifo/Revista de Ciencias da Educacao, no6, pp. 57-70.

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Camara, P. B. (2006).Os sistemas de Recompensas e a Gestao Estrategica dos Recursos Humanos(2a ed., revista e aumentada). Lisboa: Dom Quixote.

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Costa,J.L, Varela, M., Dias, A.L.,(2013).Excelencia Organizacional. Ed. bnomics
Cunha, M. P. e, Rego, A., Cunha, R. C. Cabral-Cardoso, C.(2015).Manual de comportamento organizacional e gestao. Lisboa: Editora RH.

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Farmaceutica de Genericos.Instituto Superior de Ciencias do Trabalho e da Empresa. Lisboa: Business School.
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Learning and Teaching Methods

Overall, the adoption of the recommended methodologies will allow students to: 1. Acquire knowledge;

2. Discover working methods to be used;
3. Assume professional behaviors;
4. Detect the importance of the activity developed in the organizational universe; 5. Apply knowledge in new situations;
6. Encourage debate in classes, both theoretical and practical.

It is understood, therefore, that the mentioned dimensions allow validating the defined objectives/competencies

Assessment Methods

The evaluation is governed by what is defined in the Academic Regulation.

In the continuous assessment modality, students will be evaluated according to the following components:

a - Classroom activities and individual work – 30%

b - Group work, with face-to-face presentation – 60% (50%+10%)

c - Classroom participation - 10%

For the student to pass the UC in this modality, he will have to obtain at least eight values in the face-to-face test and a final weighted average of 9.5 values.

Final ranking = a30% + b60%+c10%

The final exam assessment modality is intended for students who missed the continuous assessment, who did not pass it or improve their grade. It has a weighting of 100%.

The exam date is set in its own calendar.