PSYC 5326: Employee Selection
Online synchronous format, Spring 2021

Instructor Information

Instructor
Nicolette P. Hass, Ph.D.

Campus Office Number
Life Science Building Room 308

Office Telephone Number
(817) 272-5480

Email Address
nphass@uta.edu (The best way to contact me is by email)

Faculty Profile
https://mentis.uta.edu/explore/profile/nicolette-hass

Office Hours
Thursdays 2:00 p.m. to 4:00 p.m.

Course Information

Section Information
PSYC 5326-001

Time and Place of Class Meetings
This is an online synchronous class meaning that it will be conducted 100% online with live weekly sessions held every Tuesday from 2:00 p.m. to 4:50 p.m. Class will begin on January 19, 2021 and end on May 11, 2021.

Description of Course Content
This course will cover the principles and techniques of employee selection and placement including job analysis, employment laws, reliability/validity, performance management, recruitment, selection assessments, and other topics. In addition, we will have a guest speaker invited to the class to share real-world expertise and experience. Students are expected to attend class prepared for discussion and interaction.

Student Learning Outcomes
Each week we will discuss topics and issues in employee selection. The chapters assigned for each week represent three facets of the issues and/or topics that a) cover the theories and concepts, b) analyze research methods used to investigate the topics or issues, and c) review recent applications on the topic or issue. This method will set the foundation towards an overall understanding of the selection process. Upon successful completion of this course, students will be able to:

1. Analyze the research and articulate the concepts, theories, and laws pertaining to employee selection.
2. Describe how practitioners apply employee selection techniques in the workplace.
3. Develop and refine hands-on knowledge and skills of the selection process in order to function more effectively in today’s organizations.
4. Communicate effectively and interact professionally with field specialists.
Required Textbooks and Other Course Materials

  - An ebook can be accessed through your Canvas account
  - According to Cengage, the ebook will cost between $39 to $70 depending on how long you choose to have access to it (between one semester to one year)
- Other reading materials as assigned

Technology Requirements

- Computer or laptop with microphone and webcam
- Canvas
- Microsoft Teams
- Respondus LockDown Browser

Live lectures will take place in Microsoft Teams. It is recommended to download Teams and join with the program rather than join via browser. To join a Teams meeting, view these Join a Meeting Instructions. Other tutorials you may find helpful:

- Using video in Microsoft Teams
- Change your video background
- Share content
- Raise your hand
- Manage audio settings

Please consider a test run of your audio and video capabilities. You must have your video turned on during class.

LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online quizzes. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. LockDown Browser can be downloaded via Canvas.

Respondus Monitor is a webcam feature and functionality for LockDown Browser. It records students during online, non-proctored quizzes. You will need access to a computer with a webcam and the Respondus software downloaded on the computer (either your own or a computer on campus that has Respondus LockDown).

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature: https://www.respondus.com/products/lockdown-browser/student-movie.shtml

Download Instructions

Download and install LockDown Browser from this link: https://download.respondus.com/lockdown/download.php?id=163943837

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the quiz to continue.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. You can also run the "Webcam Check" from this area.
- For connection and other technology issues, contact UTA’s Help Desk at 817-272-2208, helpdesk@uta.edu, or fill out a request form (https://uta.service-now.com/selfservice/).
Respondus has a Knowledge Base available from https://support.respondus.com/support/. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product.

If you're still unable to resolve a technical issue with LockDown Browser, go to https://support.respondus.com/support/ and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

**Descriptions of Major Assignments**

There are several assignments required of students in this course. You will be required to (a) develop and present a selection system, (b) complete several in-class quizzes/exercises, and (c) write a selection assessment report. There is no midterm or final exam.

1. **Coding Exercise (10%)**
   Working in pre-assigned groups, you will practice coding qualitative data by analyzing and identifying themes from a dataset consisting of transcripts from interviews and focus groups. Detailed information about this assignment will be given during class.

2. **Quizzes (15% each)**
   Three quizzes will be administered at various times during the semester in Canvas using Respondus LockDown Browser. Quizzes will be given during class at a specific time and will cover material from class readings and lecture. You will have one attempt to complete the quiz in a single sitting. Once you start a quiz, you will have an unlimited amount of time to complete it.

   **Quiz Guidelines**
   - **Preparing for a quiz:**
     - Take the practice quiz using LockDown Browser posted on Canvas as a way to test your system.
     - You may take the practice quiz as many times as you want.
     - The practice quiz will not be scored or count toward your final grade. Its purpose is to ensure compatibility of your system and your understanding of the testing process.
   - **Starting a quiz:**
     - Sit in a well-lit room and avoid backlighting (such as sitting with your back to a window).
     - Ensure you are in a location where you won’t be interrupted.
     - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
     - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
     - Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
     - Complete a room scan to ensure that you do not have any materials, books, notes, etc. accessible.
   - **During the quiz:**
     - You may not communicate with other people (including me) and you must stay in your seat until the quiz is complete and submitted.
     - If interrupted, briefly explain the event by speaking directly and clearly to your webcam.
     - Remember that you cannot exit the quiz until all questions are completed and submitted for grading.

   It is strongly suggested that you take the practice quiz prior to taking any of the graded quizzes to ensure system compatibility, manage troubleshooting, and ensure your understanding of how to maneuver through Respondus LockDown Browser.

3. **Selection System Project and Presentation (20%)**
   Working in pre-assigned groups, you will be required to conduct a job analysis and develop a selection system. The general purpose of the project is to acquire a basic understanding of the employee selection process and gain hands-on practice in developing a selection system. Given our online format, you will not be able to perform as rigorous a job analysis as will be expected of you in the field; however, your
final report must address how you would complete all steps if you were to conduct a full analysis. Your final selection system should logically and systematically document and detail your entire approach. Presentations will take place at the end of the semester. Full requirements of the project will be provided in a separate document and discussed during class.

4. Assessments in Industry Report (15%)  
Working individually, you will write a report evaluating a selection measure. You will select for review one selection assessment that corresponds with the chosen occupation from the Selection System Project. Full requirements of the report will be provided in a separate document and discussed during class.

Participation/Attendance (10%)  
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

For this course, attendance is mandatory and promptness is expected. Your class participation grade is based on you coming to class prepared for class discussion and interactions. Voluntary participation on your part is certainly preferred; however, your participation will be actively “encouraged” by me if necessary.

Participation points will be deducted for missing a required class day. This pertains to any reason for missing a required class day including job-related reasons or any other reason. Only under extraordinary circumstances will the student be considered excused for missing a required class day and official written documentation will be required (examples of extraordinary circumstances include personal illness or injury accident, incarceration, call to active military duty or other extraordinary circumstances as determined by the instructor). Participation points will also be deducted for late arrivals (late = any time after 2:00 p.m. on a class day).

Grading Information

Grading
Grades will be computed as follows:

- Participation/Attendance 10% of final grade
- Coding Exercise 10% of final grade
- Quiz 1 15% of final grade
- Quiz 2 15% of final grade
- Quiz 3 15% of final grade
- Assessments in Industry Report 15% of final grade
- Selection System Project and Presentation 20% of final grade

Grade Grievances
Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog (see Graduate Grading Policies; Student Complaints) and as referenced in the Psychology department’s Graduate Student Handbook.

Additional Course Information

Communication
When communicating with faculty members and other professionals, all students are expected to communicate in a professional and formal manner regardless of the media (phone, e-mail, face-to-face, etc.). This includes addressing one’s audience using his/her proper title, using proper grammar, and using proper spelling. How one delivers a message is often as important as the message itself. Thus, I expect students to communicate professionally when communicating with me. This includes, but is not limited to, using proper greetings and an appropriate tone. Communications deemed inappropriate will not receive a response.

Electronic Mail
UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact University-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for regularly checking the inbox. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

This instructor will use your UT Arlington student e-mail account for official communication regarding this course. Class announcements will also be posted on the Canvas system. I will respond to emails and other messages within 24-48 hours, except for weekends and holidays. My expectation is that you will also respond promptly to my communications.

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (https://resources.uta.edu/provost/course-related-info/institutional-policies.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Mandatory Face Covering Policy
All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

Student Success Programs
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

The IDEAS Center (2nd Floor of Central Library)
FREE tutoring and mentoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)
The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see *Writing Center: OWL* for detailed information on all our programs and services.

**Library Information**

**Librarian to Contact**
Laura N. Haygood is the librarian assigned specifically to assist students and faculty in the Psychology department. She can be reached at laura.haygood@uta.edu. You will find useful research information for psychology at [http://libguides.uta.edu/psychology](http://libguides.uta.edu/psychology).

**Research or General Library Help**
Ask for Help
- [Academic Plaza Consultation Services](library.uta.edu/academic-plaza)
- [Ask Us](ask.uta.edu/)
- [Research Coaches](http://libguides.uta.edu/researchcoach)

Resources
- [Library Tutorials](library.uta.edu/how-to)
- [Subject and Course Research Guides](libguides.uta.edu)
- [Librarians by Subject](library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](openroom.uta.edu/)

**Emergency Phone Numbers**

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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EMPLOYEE SELECTION PSYC 5326-001
Course Outline Spring 2021

As the instructor of this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled. Dr. Nicolette Hass

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Notes</th>
<th>Readings</th>
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| Jan. 19    | • Introduction to the course  
             • An Introduction to Selection                                    |                                               | Gatewood et al., Chapter 1                   |
| Jan. 26    | • Job Analysis in Human Resource Selection                           | Coding exercise                               | Gatewood et al., Chapter 3                   |
| Feb. 2-9   | • Legal Issues in Selection                                          | Coding exercise due (Feb. 9)                  | Gatewood et al., Chapter 4                   |
| Feb. 16    | • Job Performance Concepts and Measures                              | Quiz 1                                        | Gatewood et al., Chapter 2                   |
| Feb. 23-2  | • Measurement in Selection                                           |                                               | Gatewood et al., Chapters 6-8                |
| Mar. 9     | • Recruitment of Applicants                                          | Quiz 2                                        | Gatewood et al., Chapter 5                   |
| Mar. 16    | **Spring Vacation**                                                  |                                               |                                               |
| Mar. 23    | • Application Forms and Biodata Assessments, Training and Experience Evaluations, and Reference Checks |                                               | Gatewood et al., Chapter 9                   |
| Mar. 30    | • The Selection Interview                                            |                                               | Gatewood et al., Chapter 10                  |
| Apr. 6     | • Personality Assessment for Selection                               |                                               | Gatewood et al., Chapter 12  
Guest lecture – Dr. Kevin Impelman              |
| Apr. 13    | • Ability Tests for Selection  
             • Simulation Tests                                                   |                                               | Gatewood et al., Chapter 11 & 13             |
| Apr. 20    | • Testing for Counterproductive Work Behaviors                       | Assessments in Industry due                   | Gatewood et al., Chapter 14                  |
| Apr. 27    | • Strategies for Selection Decision Making                          | Selection System report/eBinder due  
             • Quiz 3                                                            | Gatewood et al., Chapter 15                  |
| May 4      | Selection System Presentations                                       |                                               |                                               |
| May 11     | Selection System Presentations (2:00 pm – 4:30 pm)                    |                                               |                                               |