

CHLD 54B: THE RIGHT FIT: RECRUITING, SELECTING & ORIENTING STAFF

Foothill College Course Outline of Record

Heading	Value
Units:	1
Hours:	1 lecture per week (12 total per quarter)
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade Only
Repeatability:	Not Repeatable

Student Learning Outcomes

- Identify the challenges of staff recruitment
- Identify fit criteria to use in selecting the best applicant

Description

Students will determine the criteria to maximize the "fit" between individuals, the job and the program. Course breaks down the teacher recruitment, interviewing, screening, selection, and employee orientation processes into manageable components. Practical and effective techniques to find teaching staff will be discussed. Students will design a continuous recruitment plan to implement in their own workplace in order to be well prepared when future employee turnover occurs.

Course Objectives

The student will be able to:

- identify the challenges of staff recruitment
- demonstrate understanding of the concept of continuous recruitment
- identify fit criteria to use in selecting the best applicant
- integrate fit criteria into a successful interview plan
- interview, screen, and select the right candidate
- conduct a successful, phased orientation of the new employee

Course Content

- Identify the challenges of staff recruitment
 - Compensation
 - Low morale, stress, and job burnout
 - Professional status
 - Haphazard recruitment and selection strategies
 - Poor hiring decisions leading to turnover
 - Unrealistic recruitment expectations
 - Discrepancy between need and number of available workforce
- Understand concept of continuous recruitment
 - Preparation
 - Networking
 - Thinking "outside the box"
 - Advertising
- Identify fit criteria to use in selecting the best applicant
 - Desired vs required job qualifications
- Integrate fit criteria into a successful interview plan

- Involving current staff in interview process
- Interview, screen, and select the right candidate
 - Designing an interview plan
 - Screening applications
 - Scheduling and conducting interviews
 - Checking references
 - Selecting the right candidate
- Conducting a successful, phased orientation of the new employee
 - Designing a phased orientation plan
 - Varying training strategies
 - Using mentors
 - Providing feedback and receiving feedback from the new employee

Lab Content

Not applicable.

Special Facilities and/or Equipment

None.

Method(s) of Evaluation

Methods may include, but are not limited to:

- Oral presentations
- Contributions to class discussions
- Cooperative learning assignments
- Creative writing
- Students will design a continuous recruitment plan to implement in their own workplace

Method(s) of Instruction

- Lecture presentations and classroom discussion
- Group presentations followed by in-class discussions and evaluation

Representative Text(s) and Other Materials

Albrecht, Kay. *The Right Fit: Recruiting, Selecting and Orienting Staff*. 2nd ed. Lake Forrest, Illinois: New Horizons Press, 2015.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- Reading and study of the text.
- Reaction writing assignments to lecture and activities conducted in class.

Discipline(s)

Child Development/Early Childhood Education