



Course Competency Report by Code

Code: C234

Workforce Planning: Recruitment and Selection (C234)

Course of Study: C234 - Workforce Planning: Recruitment and Selection
Course Level: Undergraduate
Course Division: Upper Division Major
Discipline: Human Resources
Course Type:
Department: Business

COMPETENCY #	COMPETENCY NAME	COMPETENCY TEXT
3039.1.1	Workforce Planning	The graduate manages the recruitment process.
3039.1.2	Job Analysis	The graduate evaluates jobs and develops job descriptions.
3039.1.3	Recruitment	The graduate develops a plan for recruiting employees.
3039.1.4	Selection	The graduate develops a strategy for selecting and hiring employees.
3039.1.5	Employee Relations	The graduate identifies employee-relations activities, policies, and procedures for balancing the rights of employer and employee in order to support strategic goals, objectives, and values of the organization.