



This course supports the assessment for Workforce Planning: Recruitment and Selection. The course covers 5 competencies and represents 3 competency units.

Introduction

Welcome to Workforce Planning: Recruitment and Selection.

Watch the following introduction video for this course:

Note: To download this video, right-click the following link and choose "Save as...": [download video](#).

Competencies

This course provides guidance to help you demonstrate the following 3 competencies:

- **Competency 3039.1.1: Workforce Planning:**
The graduate manages the recruitment process.
- **Competency 3039.1.2: Job Analysis:**
The graduate evaluates jobs and develops job descriptions.
- **Competency 3039.1.3: Recruitment:**
The graduate develops a plan for recruiting employees.
- **Competency 3039.1.4: Selection:**
The graduate develops a strategy for selecting and hiring employees.
- **Competency 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.

Learning Resource Tips

Topics and Pacing

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

You can access the learning resources listed in this section by clicking on the links provided throughout the course. You may be prompted to log in to the WGU student portal to access the resources.

All of the course content will be found within the following MyEducator course:

- [Workforce Planning: Recruitment and Selection](#)

The course is structured in such a way as to match your preassessment and objective assessment reports; each MyEducator lesson corresponds to each assessment topic, that way,



based on the results of your preassessment, you will know exactly which areas need the majority of your attention before taking the final exam.

Note: Once you have entered the MyEducator course environment, it is not necessary to come back to this environment until you are ready to take your final assessment.

Week/Topic

1. Topic 1: Workforce Planning
Topic 2: Recruiting Talent
Topic 3: Internal Recruiting
Topic 4: Selecting Employees
2. Complete Task 1
3. Topic 7: Managing Workplace Conflict
Complete Task 2
4. Topic 5: Complying with Employment Laws
Topic 8: Managing Workplace Privacy
5. Topic 9: Managing a Diverse Workforce
Topic 10: Appendix - Employment Laws: Ethics
6. Complete the pre-assessment and review as needed
Complete the assessment for the course

MyEducator

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The course is structured in such a way as to match your preassessment and objective assessment reports—each MyEducator lesson corresponds to each assessment topic, that way, based on the results of your preassessment, you will know exactly which areas need the majority of your attention before taking the final exam.

Note: Once you have entered the MyEducator course environment, it is not necessary to come back to this environment until you are ready to take your final assessment.

Note: Appendices A – C in MyEducator are not part of this course. You do not need to read them but they are available if you wish to review the content.

As you complete each course module, follow these steps:

- Use the study guide as you complete the module materials.
- Read the entire module.



- Assess your knowledge by completing chapter activities and module quizzes.
- Review materials as needed before moving on to the next section.
- Attend content-related webinars as needed.

Minimum Technical Requirements

Obtain a Calculator

You will need a financial calculator or access to spreadsheet software, such as Microsoft Excel, for computational problems throughout this course. The recommended financial calculator is the Texas Instruments BA-II Plus. You may only use an approved financial calculator during the pre-assessment and assessment for this course. You are unable to use Excel during the assessments.

When you are ready to begin the course, click the "Launch Course" button:

[Launch Course](#)