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**HRER 317 Section10W(3777), Staffing:Spring 2018**  
**Tuesday/Thursday at 1:00pm-2:15pm at Corby Law Center:Rm 205**

**Catalog Description: Covers topics related to organizational staffing including job analysis, forecasting, interviewing, evaluation and legal issues related to selection.**

**Course Overview: The material covered in this class will provide an introduction to the staffing process covering various topics such as strategic staffing, HR Planning, job analysis, recruitment, assessment, selection, making final hiring decisions, retention and other related topics to the overall subject of staffing.**

**This Class is a writing intensive class and will include several writing assignments including a major research paper.**

**Course Objectives and Learning Outcomes: Students will acquire the knowledge and skills necessary for understanding the development and evaluation of a staffing system. Students will learn how the function of staffing interfaces with all other functions of the HR department.**

**Required Materials: Text book required is “Staffing Organizations” by Herbert G. Heneman and Timothy Judge, & John Mueller(HJM) eighth edition. ISBN:978-0-07-786241-4**

There will be additional handout reading materials during the course of the semester which will be required reading and which the student will be responsible for reading and retention.

**IF YOU ARE NOT AT CLASS, IT IS YOUR RESPONSIBITLY TO HAVE SOMEBODY PICK UP SUCH HANDOUT MATERIAL FOR YOU.**

**Course Requirements and Grading Criteria:** There will be at least two exams, one at the midterm of the class (subject to change) and the final exam. There will be written assignments as assigned during the semester including a research paper of 8-10 pages on a topic of the student's choice. (with my approval) This paper will help students in developing some knowledge of expertise in a particular area of staffing. A list of potential subjects will be provided to help you in picking a topic. You may select a topic not listed on this list but would still need my approval. Papers must cover and discuss information beyond what is presented in the course text book or in class. You can gather information from legitimate sources including interviews with HR and other related professionals. You can use original research, including readings from academic journals and books, and articles in business publications. In all cases, proper referencing and documentation is required. The paper must be written in proper style. Any hint of plagiarism will result in an F for the paper.

**Grading criteria for the research paper includes:** Quality and use of research resources. The quality of your analysis and insights about the topic. Your ability to apply course content to your topic and is the paper interesting to the reader. Evidence of excellent written skills will also be evaluated.

**There will be additional written assignments including but not limited to chapter ending case studies and/or discussion questions. Including "take away's" from HR articles and other related written assignments.**

**Grading: Midterm Exam is worth 25%**

**Research paper and other written assignments is worth 30%**

**Final Exam is worth 30%**

**Class participation is worth 15% which includes in class discussion, getting assignments in on time, and being prepared and actually being in class to participate.**

**DO NOT UNDERESTIMATE THIS 15% PART OF YOUR FINAL GRADE.**

**Extra Credit will be given in this participation category for attendance at one HRER/HRSA event. Students who attend will submit a one page summary of the Event and what they got out of the event. Papers must be turned in promptly after the event. Only one extra credit will be given for an event attended during the semester per class.**

## Quinlan School of Business Policies:

### Attendance

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. . The **student is responsible** for any assignments or requirements missed during an absence. Participation required preparation before class, presentation of your ideas to the class, and actively participating in classroom activities including but not limited to case studies and reading material passed out in addition to the text book. Class time will be spent evaluating, integrating and supplementing the material presented in the text book.

**Guest Speakers:** I often like to invite professionals in the field to talk to my class. I will try to do so for this class and hope that their schedule and the class meeting times will work.

### Make-Up Examinations

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted if approved by myself for a very *good reason*. Overall, make up exams present a real problem.

## **Academic Integrity**

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

## **Class Schedule: Subject to change during the semester:**

<b>DATE</b>	<b>Topic &amp; Assignment/Readings</b>	
Week of Jan. 16 <sup>th</sup> .	Introduction-Staffing Models/Strategy	HJM Chapter 1
Week of Jan. 23 <sup>rd</sup>	Legal Compliance	HJM Chapter 2
Week of Jan. 30 <sup>th</sup>	Planning (Topic of Paper due-Feb 2 <sup>nd</sup> )	HJM Chapter 3
Week of Feb. 6 <sup>th</sup>	Job Analysis	HJM Chapter 4
Week of Feb. 13 <sup>th</sup>	External Recruitment	HJM Chapter 5
Week of Feb. 20 <sup>th</sup>	Internal Recruitment	HJM Chapter 6
Week of Feb. 27 <sup>th</sup>	Midterm is Feb. 27 <sup>th</sup> (Chapters 1-5)	
March 5 <sup>th</sup> -9 <sup>th</sup>	SPRING BREAK	
March 13 <sup>th</sup>	External Selection I	HJM Chapter 8
March 20 <sup>th</sup>	External Selection II	HJM Chapter 9
March 27 <sup>th</sup>	Internal Selection	HJM Chapter 10
April 3 <sup>rd</sup>	Final Match	HJM Chapter 12

April 10<sup>th</sup>

Staffing Systems Mgmt

HJM Chap 13

April 17<sup>th</sup>

Retention Mgmt  
RESEARCH PAPER DUE APRIL 19<sup>th</sup>

HJM Chapter 14

April 24<sup>th</sup>

REVIEW and CATCH UP

Final Exam: May 4<sup>th</sup> 1-3pm. All subject matter since the midterm.

**Cell Phones must be OFF. Lap tops will be allowed to be used in class until it is discovered that the use is for something other than classwork. If so discovered, lap top will not be allowed back into the classroom for the duration of the semester.**

**Final Exam: Friday May 4th: 1-3pm**

**Please note:** This class may occasionally deviate from the course outline above.  
The instructor reserves the right to make changes as needed to the course syllabus.