

Dakota County Technical College

SMGT 1440: Employee Selection

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Develop the skills to conduct effective interviews for selecting new employees. Legal issues, fairness, planning, and conducting the interview will be examined. Practical application of techniques will be featured through role play. Prerequisites: None

B. COURSE EFFECTIVE DATES: 04/07/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. analyze candidate qualifications
2. analyze decision making process; discuss legal hiring practices
3. demonstrate interviewing/questioning skills
4. discuss legal hiring practices
5. discuss recruitment methods
6. identify elements of employee selection process
7. identify selection criteria/job requirement

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted