

Course 2: Psychological Assessment and guidance in Human Resource Management.

UNIVERSITY: Valencia, Barcelona, and Coimbra.

ECTS: 4

Contents:

1. Labour market analysis and its implications for staffing organizations.
2. Recruitment, selection, and placement.
3. Performance assessment and management.
4. Absenteeism and its antecedents and consequences.
5. Management board indicators.
6. Utility analysis in human resources management.

Didactics:

Didactic methods that will be used to improve knowledge are: lecture & questions, demonstrations, audiovisual methods, computer demonstrations, practitioner's report / guest lecture, and student reading.

Didactic methods that will be used to improve skills are: exercises (use of technique or tool), computer exercises, simulation or role playing, student assignments, student group assignments, and case studies.

Finally, in order to improve both knowledge and skills, the following didactic methods could be used: discussion meeting, small group discussion, student oral presentation, student paper, and site visit or excursion.

- Practice of selection processes through role playing sessions
- Readings on absenteeism to analyze its causes and consequences
- Development of utility analysis

Teaching materials and readings:

- Ariza Montes, A. Morales Gutierrez A. C. & Morales Fernández E. (2004) Indicadores para la elaboración de un cuadro de mando en DAIP. In A. Ariza Montes, A. C. Morales Gutierrez y E. Morales Fernández Dirección y Administración integrada de personas. Fundamentos, procesos y técnicas en práctica, McGraw-Hill.
- Lievens, F., Klimoski, R.J (2001) Understanding the Assessment Centre Process: Where Are We Now? In C. Cooper & Robertson, I (eds.). International Review of Industrial and Organizational Psychology, 16, 245-286. Chichester, U.K.: John Wiley.
- Motowidlo, S. J. (2003) Job Performance. In In Borman, W.C., Ilgen, D.R., Klimoski, R.J & Weiner, I.B. Handbook of psychology, vol 12 Industrial and organizational Psychology (pp.) Hoboken: John Wiley..
- Roth, P.L., Bobko, P. y Mabon, H. (2001) Utility analysis: a review and analysis at the turn of the century. In N. Anderson, D. S. Ones, H. K. Sinangil & C. Viswesvaran (Eds.) (2001) Handbook of Industrial, Work and Organizational Psychology, Vol. 2 Organizational psychology . (pp.363-384) London: Sage

- Salgado, J. F (2001). Personnel Selection Methods. In I. Robertson & C. Cooper (eds.) Personnel Psychology and HRM. A reader for students and practitioners, (pp.1-53). Chichester: Wiley.
- Johns, G. (1997). Contemporary research on absence from work: Correlates, causes, and consequences. In C. Cooper & I. Robertson International Review of Industrial and Organizational Psychology, 12, (115-173). Chichester, U.K.: John Wiley.