

**COURSE DATA****DATA SUBJECT****Code:** 33592**Name:** Selection and personal development techniques**Cycle:** Undergraduate Studies**ECTS Credits:** 4.5**Academic year:** 2025-26**STUDY (S)**

Degree	Center	Acad. year	Period
1309 - Degree in Labour Relations and Human Resources	Facultat de Ciències Socials	4	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1309 - Degree in Labour Relations and Human Resources	Selection techniques and individual development	ELECTIVES

COORDINATION

CABALLER HERNANDEZ AMPARO

SUMMARY**PREVIOUS KNOWLEDGE****RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS**COMPETENCES / LEARNING OUTCOMES**

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Act with autonomy in learning, making informed decisions in different contexts, issuing judgements based on experimentation and analysis, and transferring knowledge to new situations.

Advise and make decisions on human resource management concerning pay policy, staff selection and



development policy, and staff planning.

Analyse, synthesise and reason critically.

Analyse and make decisions on organisational structure and work organisation.

Apply different methods of social and labour evaluation and auditing.

Apply techniques to boost motivation and improve the working environment.

Collaborate effectively in work teams, assuming responsibilities and leadership roles and contributing to collective improvement and development.

Contribute to the design, development and implementation of solutions that respond to social demands, taking into account the Sustainable Development Goals as a reference.

Demonstrate critical and self-critical thinking in the field of the degree programme, considering aspects such as professional ethics, moral values and the social implications of the different activities carried out.

Develop organisational and planning actions.

Know and analyse the psychosocial factors determining work behaviour.

Know and apply human resource management policies and implementation tools.

Know and apply the principles of the professional code of ethics.

Know and understand, within the field of the degree programme, gender inequalities in society; integrate different needs and preferences based on sex and gender into the design of solutions and problem solving.

Know and understand the social processes structuring labour and production relations.

Know how to communicate effectively, both orally and in writing, adapting to the characteristics of the situation and the audience.

Know key aspects of business decisions related to the management and direction of human resources.

Know organisational processes such as communication, power, leadership, conflict, negotiation, socialisation, climate or participation, and techniques for improving them.

Know the basic principles of management functions and decision-making processes.

Know the factors that determine inequalities in the world of work.

Know the fundamentals of human resource management policies and the instruments for their implementation.

Know the fundamentals of work organisation and organisational structure.

Know the main personal and situational factors influencing work behaviour, motivation and attitudes, as well as the techniques contributing to people's well-being at work and to reducing psychosocial risks such as work-related stress.



Know the main psychological perspectives, as well as personal, organisational and situational factors influencing attitude, work behaviour, organisational behaviour and their consequences on the person, the group and organisational effectiveness.

Know the main techniques for the selection and the development of people within organisations.

Know the principles of the process of developing and implementing strategy, and the different strategic options.

Lead working groups in the field of labour relations and human resources.

Learn independently and develop initiative and entrepreneurial spirit.

Manage information, draft and formalise reports and writings.

Prepare and design organisational strategies, developing the organisation's human resources strategy.

Propose creative and innovative solutions to complex situations or problems within the field of knowledge, to respond to diverse professional and social needs.

Relate good practices in human resources management with improvement of business competitiveness and sustainability.

Respect and promote fundamental rights, equality between men and women, equal opportunities and non-discrimination, democratic values and sustainability.

Select and manage social and labour information and documentation.

Solve problems, apply knowledge to practice and develop motivation for quality.

Understand the fundamentals of business organisation.

Use information and communication technologies.

DESCRIPTION OF CONTENTS

1.

2.

3.

**4.****WORKLOAD****PRESENCIAL ACTIVITIES**

Activity	Hours
Theoretical and practical classes	45,00
Total hours	45,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	25,00
Independent study and work	20,00
Preparation of lessons	10,00
Preparation for assessment activities	12,50
Resolution of case studies	0,00
Total hours	67,50

TEACHING METHODOLOGY**EVALUATION****REFERENCES**

- Ansorena Cao, Álvaro. (1996). 15 Pasos Para La Selección De Personal Con Éxito. Editorial Paidós.
- Jesús F. Salgado, Silvia Moscoso (2001). Entrevista conductual estructurada de selección de personal : teoría, práctica y rentabilidad
- Montalvan, C (1999). Los Recursos Humanos en la Pequeña y Mediana Empresa. Universidad Iberoamericana. México.
- Pereda Marín, Santiago. (2005). Técnicas De Gestión De Recursos Humanos Por Competencias Editorial Universitaria Ramón Areces



- Ployhart, R.(2012). Personnel Selection and the Competitive Advantage of Firms. Cooper, C. L. y Robertson (Ed.) International Review of Industrial and Organizational Psychology. West Sussex (England) John Wiley & Sons.
- Salgado, J. (1999) Personnel Selection Methods, vol. 14. Cooper, C. L. y Robertson (Ed.) International Review of Industrial and Organizational Psychology. West Sussex (England) John Wiley & Sons.
- Salgado, J. y Moscoso, S. (2008). Selección de personal en la empresa y las AAPP: de la visión tradicional a la visión estratégica. Papeles del Psicólogo. Vol. 29, 001.
- Vera Ruiz, Concepción. (2003). El proceso de selección del Hospital de Fuenlabrada. Capital Humano Vol. 171.