

**COURSE OUTLINE**  
**Allen Stowers – (2009)**

<b>DEPARTMENT:</b>	Supervision & Management (SMG)
<b>CURRICULUM:</b>	Supervision & Management
<b>COURSE TITLE:</b>	Hiring Personnel
<b>COURSE NUMBER:</b>	SMG 120
<b>TYPE OF COURSE:</b>	Professional Development
<b>COURSE LENGTH:</b>	1 Quarter
<b>CREDIT HOURS:</b>	3
<b>LECTURE HOURS:</b>	30
<b>LAB HOURS:</b>	0
<b>CLASS SIZE:</b>	15 - 25
<b>PREREQUISITES:</b>	None

**COURSE DESCRIPTION:**

This course will cover all aspects of the hiring process from position inception to the actual recruiting, interviewing, advertising and the first day on the job. Relevant statutes, laws, policies and procedures are covered. Each student must develop a manual for use.

**STUDENT LEARNING OUTCOMES:**

- Demonstrate the ability to read policies, procedures, laws and federal guidelines/laws.
- Use effective human relations (soft skills) to work successful in groups.
- Demonstrate effective oral and written communication skills.

**PROGRAM OUTCOMES:**

- Each student must be able to demonstrate a coherent understanding of hiring practices. (SLO #1; #3; & #6)
- Students must demonstrate their knowledge of city, county, state and federal best practices for hiring qualified staff/personnel. (SLO #6; #7; #4 & #3)
- Students must be able to discuss the importance of hiring and training appropriate staff in an organization.