

## Faculty of Commerce & Business Administration

### Recruitment and Selection

#### Information :

**Course Code :** HRM 302

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Human Resources Management

#### Instructor Information :

Title	Name	Office hours
Lecturer	Farida Mohamed Youssef Hamed	3
Lecturer	Mennat Allah Mohammed Farouk Mohammed Saad	1

#### Description :

This highly interactive course covers topics such as the need to plan the acquisition of human resources based on anticipated corporate productivity needs, the provisions, impact of human rights, pay equity, employment equity, freedom of information measures, and different recruitment and selection techniques and their strengths and weaknesses. The course content includes introduction to recruitment and selection functions, staffing models and selection, job analysis, external and internal recruitment, internal and external selection, and retention management.