

PERSONNEL ASSESSMENT (2028)

Management and Organisation

Master level course, 5 credits

Fourth period: 18.3.–10.5.2024

Preliminary version: February 15th

Please note that changes may still be made!

COURSE DESCRIPTION

Welcome to this course about Personnel Assessment. The course focuses on advanced personnel assessment issues, from both theoretical and applied perspectives. The course covers psychological testing and biases in assessment. We discuss the validity of different selection methods and ways to improve assessments. During the course participants also have the chance to deepen their knowledge about a specific area of person assessments that they themselves choose.

Learning goals:

You are aware of the theoretical foundations of biases in personnel assessment and you have the ability to apply this knowledge in practice

After completing the course, you will be able to:

- Compare theories and concepts on biases in personnel assessment
- Assess the possibility of discrimination in personnel assessment practices
- Assess the validity of different selection methods
- Apply relevant theories and practices in real life

EXAMINER

Professor Denise Salin, e-mail: denise.salin@hanken.fi

I am happy to answer your questions, but please start by first checking if your question has already been answered in the syllabus or in Moodle. If you don't find an answer to your question after the steps described above, you are warmly welcome to contact me by e-mail. Questions regarding the registration of credits should be directed to the amanuensis at Management and Organisation, Tanja Dahlgren-Broman, tanja.dahlgren-broman@hanken.fi.

TIME SCHEDULE

Deadlines for assignments:

1. Short papers: Monday March 25th, Monday April 8 and Monday April 15th (before 23:59)
2. Term paper: Monday April 29th (before 23:59)
3. Peer review of two term papers: Thursday May 9th (before 23:59)
4. Final version of term paper: Thursday May 16th (before 23:59)

DATE	SUBJECT
Tuesday 19.3 Lecture 1	Introduction to assessments
Monday 25.3	Deadline: Short paper 1
Tuesday 26.3 Lecture 2	Shortcuts in decision-making and how they affect assessments
Tuesday 2.4	NO LECTURE – EASTER HOLIDAY!
Monday 8.4	Deadline: Short paper 2
Tuesday 9.4 Lecture 3	Different ways of assessing candidates
Monday 15.4	Deadline: Short paper 3
Tuesday 16.4 Lecture 4	Guest lecture 1: Assessment tests and personality (Christina Dahlblom)
Tuesday 23.4 Lecture 5	Guest lecture 2: Executive search (Erik Stenberg)
Monday 29.4	Deadline: Term paper (for peer review)
Tuesday 7.5 Lecture 6	Interviews as an assessment tool. Summary
Thursday 9.5	Deadline: Peer-review
Thursday 16.5	Deadline: Final version of term paper

COURSE MATERIALS

Articles:

Relevant articles will be specified for each short paper. For the term paper, participants are expected to look up high-quality articles through Hanken's article databases.

Powerpoints from the lectures:

Will be uploaded as pdf:s in Moodle

Recommended book:

Schmitt, N. (2012) The Oxford Handbook of Personnel Assessment and Selection. Oxford University press. (Available as e-book in the library)

NB! This is a book with good coverage of different topics related to personnel assessment. However, the mandatory readings in the course will consist of articles available through Hanken's article databases.

Language of instruction: English

All assignments should be written in English.

ASSESSMENT

- Short written assignments: max 10p per paper; total max 30 points
- Final written assignment: max 40 points
- Peer-review: max 10 points per review, total max 20 points
- Class activity: max 10 points
- Total: max 100 points

To pass the course you need at least 50 points in total. Please note that only papers and peer reviews submitted before the deadline will be graded. All assignments must be submitted using Moodle. The final submission of the term paper (16.5) is considered final and cannot be further improved. You can get 10p for active class participation (2p/session up to a total of 10). If you attend both guest lectures you will get 2 additional bonus points (on top of normal course points).

ASSIGNMENTS

Short written assignments

Participants write three short papers during the course. These are related to central themes of the course. Instructions (incl. required readings) can be found in a separate document in Moodle. Use a reader-friendly font (pt 12) and line spacing 1.5. Remember to include your name and student number. Upload the essays in Moodle, in the specific folders for the short papers.

The short papers should follow general guidelines for academic writing. Do not copy-paste text and remember to provide correct references to the articles or sources you have used. Please note that failure to do so is considered plagiarism. For more detailed information please see (log-in required):

<https://www.hanken.fi/en/library/service/formatting-and-reference-guides>

Term paper

During the course you get to deepen your knowledge about a specific topic of your own choice. Please choose a topic clearly related to personnel assessments; a list of suggested topics will be provided. You should make a deep analysis of the topic in question and demonstrate independent critical thinking and ability to summarize and review academic literature. The essay should be based on relevant academic literature (please use Hanken's article databases).

The recommended length is appr. 7-10 pages and you need to use at least 10 high quality articles. The first version of your term paper will be assessed by your peers. You will have the chance to further improve your essay based on their comments and then resubmit. The final submission will be graded by a teacher and will be part of your final course grade. Please see separate document for more detailed information on how to write your term paper and how it will be evaluated (max 40p). Please note that delays will result in the deduction of points. You will also receive a grade for the quality of the comments you provide to your peers (max 20p).

WELCOME AND BEST OF LUCK WITH THE COURSE!