

PERSONNEL ASSESSMENT (2028)

Management and Organisation

Master level course, 5 credits

Fourth period: 17.3.–9.5.2025

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
- Apply relevant theories and practices in real life
- Assess the possibility of discrimination in personnel assessment practices

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, Andreas Skarpman, andreas.skarpman@hanken.fi

TIME SCHEDULE

Deadlines for assignments:

1. Short papers: Monday March 24th, Monday March 31st and Monday April 7th (before 23:59)
2. Term paper: Monday April 28th (before 23:59)
3. Peer review of two term papers: Thursday May 8th (before 23:59)
4. Final version of term paper: Friday May 16th (before 23:59)

DATE	SUBJECT
Tuesday 18.3 Lecture 1 Aud 411	Introduction to assessments
Monday 24.3	Deadline: Short paper 1
Tuesday 25.3 Lecture 2 Aud 411	Shortcuts in decision-making and how they affect assessments
Monday 31.3	Deadline: Short paper 2
Tuesday 1.4 Lecture 3 Aud 411	Different ways of assessing candidates
Monday 7.4	Deadline: Short paper 3
Tuesday 8.4	NO LECTURE: work on your term papers!
Tuesday 15.4 Lecture 4 Aud 309	Guest lecture 1: Modern recruitment (Ella Veijalainen, Netlight)
Tuesday 22.4	NO LECTURE: Easter Holiday
Monday 28.4	Deadline: Term paper (for peer review)
Tuesday 29.4 Lecture 5 Aud 411	Guest lecture 2: Assessment tests and personality (Christina Dahlblom)
Tuesday 6.5 Lecture 6 Aud 411	Performance appraisal and wrap-up
Thursday 8.5	Deadline: Peer-review
Friday 16.5	Deadline: Final version of term paper

COURSE MATERIALS

Articles:

For the term paper, participants are expected to look up high-quality articles through Hanken's article databases.

Recommended books:

Schmitt, N. (2012) *The Oxford Handbook of Personnel Assessment and Selection*. Oxford University press.

This is a book with good coverage of different topics related to personnel assessment. It is research-based and available as an e-book (Hanken's library).

Amos, S. (2020) *Successful Recruitment: How to Recruit the Right People for Your Business*. Business Expert Press. Available at:

<https://www.perlego.com/book/1353955/successful-recruitment-how-to-recruit-the-right-people-for-your-business-pdf>

A more practically oriented book with do's and don't's. Available to Hanken students on the Perlego e-book platform.

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 35 points
- Peer-review: max 10 points per review, total max 20 points
- Class activity: max 15 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 through Moodle. The final submission of the term paper (May 16th) is considered final and cannot be further improved. You can get 15p for active class participation (you get 2p/session for participation up to a total of 10p and you can get up

to 5 additional points for active involvement in class discussions and insightful class contributions). Please note that if you attend both guest lectures you will get 2 additional bonus points (on top of normal class activity/course points).

ASSIGNMENTS

Short written assignments

Participants write three short papers during the course. These are related to central themes of the course. Instructions can be found in separate documents in Moodle. Upload the essays in Moodle, in the specific folders for the short papers. Only papers submitted before the deadline will be graded.

The short papers (and term paper) 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. Remember to read Hanken's guidelines about the use of AI.

Term paper

During the course you get to deepen your knowledge about a specific topic of your choice. Please see separate list in Moodle. You should make a deep analysis of the topic in question and demonstrate independent critical thinking and ability to summarize and review academic literature and compare it with actual practice. The essay should be based on relevant academic literature (please use Hanken's article databases).

The recommended length is appr. 7-10 pages. 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. 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.

WELCOME AND BEST OF LUCK WITH THE COURSE!