

PERSONNEL ASSESSMENT (2028)

Management and Organisation

Master level course, 5 credits

Fourth period: 20.3.–12.5.2023

Preliminary version: February 22

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, Tanja Dahlgren-Broman, tanja.dahlgren-broman@hanken.fi.

TIME SCHEDULE

Deadlines for assignments:

1. Short papers: Wed. March 29, Wed April 12 and Wed. April 19th (before 23:59)
2. Term paper: Thursday April 27 (before 23:59)
3. Peer review of two term papers: Friday May 5 (before 23:59)
4. Final version of term paper: Monday May 15 (before 23:59)

DATE	SUBJECT
Thursday 23.3 Lecture 1	Introduction to assessments
Wednesday 29.3	Deadline: Short paper 1
Thursday 30.3 Lecture 2	Shortcuts in decision-making and how they affect assessments
Thursday 6.4	NO LECTURE – EASTER HOLIDAY!
Wednesday 12.4	Deadline: Short paper 2
Thursday 13.4 Lecture 3	Different ways of assessing candidates
Wednesday 19.4	Deadline: Short paper 3
Thursday 20.4 Lecture 4	Guest lecture 1: Assessment tests and personality (Christina Dahlblom)
Thursday 27.4	Deadline: Term paper (for peer review)
Thursday 4.5 Lecture 5	Guest lecture 2: Lessons from Executive search (Christopher Thölix)
Friday 5.5	Deadline: Peer-review
Thursday 11.5 Lecture 6	Interviews as an assessment tool. Summary
Monday 15.5	Deadline: Final version of term paper

COURSE MATERIALS

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.

Articles:

A list of relevant articles will be provided in Moodle. Students are recommended to consult this list when writing their term papers (but also to look up additional literature through Hanken's article databases).

Powerpoints from the lectures:

Will be uploaded as pdf:s in Moodle

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 (15.5) 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.

The short papers should follow general guidelines for academic writing. Do not copy-paste text and 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>

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. Name your file “**assignment1_yourname**”. (change the number to reflect the short paper in question).

Term paper (first version)

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. You can with the examiner if you are unsure whether your topic is a good fit. You can also find a list with some suggestions 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. The essay should be based on relevant academic literature (please use Hanken’s article databases). The essay can be a literature review on a broad topic, such as “*The validity of selection tests*”, or a more narrow topic, such as “*The use of video interviews in recruitment*”, “*The role of gender (alt. ethnicity, attractiveness etc) in performance appraisal*”, or “*Cognitive ability tests as a predictor of job performance*”. It can be a point-counterpoint discussion, for example “*The advantages of structured vs. unstructured interviews*”. The main idea is for you to deepen your understanding and

knowledge of a topic you are interested in, that is connected to the topic of the course: assessing candidates/employees.

Give your essay a title. Start with an introduction that introduces the reader to the topic (why is this important, what do we know, what do we not know, who is affected by this?). You should provide clear arguments. Write clearly and make sure your text has a logic flow. Remember to include in-text references. Review relevant literature and summarize main findings. End your essay with conclusions and remember to also make suggestions for practice. Remember to include a list of references at the end. Use a reader-friendly font (e.g. Times New Roman pt 12), line spacing 1.5 and include page numbers. Please hand in an anonymized copy for peer-review (i.e. remember to remove your own name from the file).

The essay should be 7-10 pages long + references (approx. 10 references). The deadline for the essay is April 27 by 23:59. If your term paper for review is incomplete or submitted late, 5 points will be deducted from the final grade. Also, in case of late submission you will not get any feedback from peers. If the paper has not been submitted within two days of the deadline you automatically receive “fail” as the final grade for the term paper (in case of long-term illness please contact the examiner).

The assessment of this assignment will be done by your peers. Study the criteria more closely in Moodle in the document “Rubrics for assessment of term paper”. You will get a preliminary grade from your peers but this grade will not affect your final grade. However, it will give you an indication of how your work is perceived by others. You will have the chance to work on and improve your essay for the final submission. The final submission will be graded by a teacher and will be part of your final course grade.

Peer-review

You will be assigned two essays written by your peers. You can access them through Moodle. Assess the essays written by your peers according to the criteria found in the peer-review protocol. Write detailed comments at the end explaining your evaluation of each criterion and suggest ways for your peers to improve their essays. It is important that you explain why you gave a specific grade. For example, “*Structure*: satisfactory/good”.

Explain why you gave this grade and provide suggestions on how to improve the structure. Please remember to be thorough and constructive in your comments. The thoroughness, credibility and usability of your feedback will be assessed on a scale of 0-10 points/review. A teacher will assess the peer-reviews.

Final term paper

The feedback you received from your peers should be carefully considered and where appropriate used to improve the paper. Please follow the instructions given earlier when structuring your paper. When you submit the final version of the term paper, please remember to include a cover page with the title of the paper, your name and student number. Upload the essay in Moodle, in the folder for the final assignment. Name your file “**termpaper_yourname**”.

The teacher will assess the final essay. In case of later submission, please note that 3 points will be deducted per day. In case of long-term illness please contact the examiner.

WELCOME AND BEST OF LUCK WITH THE COURSE!