

## **Personnel Selection**

### **Faculty of Education Sciences**

**Study program:** Master of Science in Organizational Psychology

**Course title:** Personnel Selection

**Course credits:** 6

**Language of instruction:** Albanian

**Course Description:** This course covers basic concepts, theories and best and most advanced practices for the analysis, identification, development, evaluation and implementation of staff selection measures. Students who attend this course at the end will be provided with knowledge about: the main theoretical, methodological and practical issues of personnel psychology and human resources. This includes issues related to job analysis criteria, job description, setting criteria for staff in accordance with the institution and the workplace, evaluation of methodologies used; Familiarity with selection methods such as: application forms, CV evaluation, interviews, skills tests, training and evaluation, as well as other tests for the selection of staff at work.

**The objectives of the course are:** To provide knowledge of the personnel selection process as an integral part of human resource management, which in itself aims to increase productivity at work and employee well-being; Give an overview of how elements of psychology intertwine and aid in the personnel selection and selection process; Provide experience in analyzing personnel data; Provide extensive knowledge about specific predictors and common methods used in personnel selection.

**Course Requirements:** The final assessment will be reflected in the amount of points that students have accumulated based on the following:

-Course assignment - 30 points (maximum).

- Mid-term exam -10 points (maximum).

-Final written exam - 60 points (maximum).

**Grading:** Grade 10 (96-100 points); Grade 9 (86-95 points); Grade 8 (76-85 points); Grade 7 (66-75 points); Grade 6 (56-65 points); Grade 5 (45-55 points); Grade 4 (less than 45 points).

**Course Schedule:** The course "Personnel Selection" has a semester extension (15 weeks, with weekly academic workload 2/1 (2 hours lectures, one hour seminar). Lectures and seminars attendance is mandatory not less than 75% of hours.

