

# The Hebrew University of Jerusalem

Syllabus

Personnel Selection - 55901

Last update 05-09-2024

HU Credits: 3

<u>Degree/Cycle:</u> 2nd degree (Master)

Responsible Department: Business Administration

Academic year: 0

Semester: 2nd Semester

<u>Teaching Languages:</u> Hebrew

Campus: Mt. Scopus

Course/Module Coordinator: Dr. Yael Brender-Ilan

Coordinator Email: yael.b@mail.huji.ac.il

Coordinator Office Hours: Sunday, before class

Teaching Staff:

#### Dr. Yael Brender-Ilan

# Course/Module description:

In this course I will focus on the use, validation and quality of different selection techniques (WATs, interviews, Biodata, personality tests, assessment centers, integrity tests, graphology) for differentjobs. The main subjects will be the predictors and criterion - job success, the validity of the predictors, the reliability of the various selection techniques, utility analysis process, and job analysis. Eachmethod will be critically examined and discussed.

Delivering this information and content is my primary task. It will be your responsibility to join, participate, and perform the tasks.

If the course will be given online, we will combine asynchronous learning with synchronous learningand during the semester you will be able to participate in formative learning in flexible times and earnpoints while experiencing the material studied, as well as in synchronous learning where groupdiscussions will take place.

#### Course/Module aims:

Students will acquire an understanding of the process of designing a selection strategy for various organizations and various jobs. Students will be taught the main stages of designing two selection methods - Assessment center exercises and Structures interview.

<u>Learning outcomes - On successful completion of this module, students should be able to:</u>

- •Students will be able to make decision on personnel selection methods for different jobs and organizational situations
- •Students will gain understanding of the importance of reliability and validity on choices between selection methods
- •Students will be able to design a beginner personnel selection exercise in assessments center and interview setting
- •Students will understand the essence and nature of various selection methods
- •Students will gain critical knowledge regarding the strength and weaknesses of different selection methods

# <u>Attendance requirements(%):</u>

80

Teaching arrangement and method of instruction: Lecture, class discussions, Practice workshops in writing selection exercises and tests.

#### Course/Module Content:

- 1. Introduction to selection
- 2. Reliability and Validity -Face-to-Face class but it also has asynchronous content for the benefit of individuals on reserve).
- 3. Utility Analysis Asynchronous, no Face-to-Face class.
- 4. Job Analysis
- 5. Written ability test
- 6. The Interview
- 7. Interview simulations exercise design
- 8. Assessment Centers
- 8. Personality test -FFM COPS.
- 9. Projective Personality tests.
- 10. Biodata and CV workshop
- 11. Graphology test.
- 12. Integrity Tests
- 13. preparation for writing the the final paper and course summary.

# Required Reading:

Aguinis, H. & Smith, M.A. (2007). Understanding the Impact of Test Validity and Bias on Selection Errors and Adverse Impact in Human Resource Selection. Personnel Psychology, 60(1), 165-199.

Bangerter, A., Roulin, N., & König, C. J. (2012). Personnel selection as a signaling game. Journal of Applied Psychology, 97(4), 719.

Bangerter, A., König, C.J., Blatti, S. & Salvisberg, A. (2009). How Widespread is Graphology in Personnel Selection Practice? A case study of a job market myth. International Journal of Selection and Assessment. Vol. 17, Iss. 2, p. 219-230.

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Brummel, B. J., Rupp, D. E., & Spain, S. M. (2009). Constructing parallel simulation exercises for assessment centers and other forms of behavioral assessment. Personnel Psychology, 62(1), 137-170.

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Journal of Applied Psychology, 101(7), 958.

Carter, N. T., Daniels, M. A., & Zickar, M. J. (2013). Projective testing: Historical foundations and uses for human resources management. Human Resource Management Review, 23(3), 205-218.

Cook, M. (2016). Personnel Selection: Adding Value Through People-A Changing Picture. John Wiley & Sons

Dayan, K., Kasten, R., & Fox, S. (2002). Entry-level Police Candidate Assessment Center: An Efficient Tool for a Hammer to Kill a Fly? Personnel Psychology. 55 (4), 827.

DeGroot, T. & Gooty, J. (2009). Can Nonverbal Cues be Used to Make Meaningful Personality Attributions in Employment Interviews? Journal of Business and Psychology. Vol. 24, Iss. 2, p. 179-192.

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Elkins, T. J., & Phillips, J. S. (2000). Job context, selection decision outcome, and the perceived fairness of selection tests: Biodata as an illustrative case. Journal of Applied Psychology, 85(3), 479.

Graham, K.E., McDaniel, M.A., Douglas, E.F. & Snell, A.F. (2002). Biodata Validity Decay and Score Inflation with Faking: Do Item Attributes Explain Variance Across Items? Journal of Business and Psychology. 16 (4), 573-.

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Hogan, R. (2005). In Defense of Personality Measurement: New Wine for Old Whiners. Human Performance. 18(4), pg. 331-342.

Hommel, B. E., Ruppel, R., & Zacher, H. (2022). Assessment of cognitive flexibility in personnel selection: Validity and acceptance of a gamified version of the Wisconsin Card Sorting Test. International Journal of Selection and Assessment, 30(1), 126-144.

Jacksch, V., & Klehe, U. C. (2016). Unintended Consequences of Transparency During Personnel Selection: Benefitting some candidates, but harming others?. International Journal of Selection and Assessment, 24(1), 4-13.

Jensen, A.R. (1986), g: Artifact or reality? Journal of Vocational Behavior, 29,

301-331.

- Jones, K. S., Newman, D. A., Su, R., & Rounds, J. (2022). Vocational interests and adverse impact: How attraction and selection on vocational interests relate to adverse impact potential. Journal of Applied Psychology, 107(4), 604.
- Kausel, E. E., Culbertson, S. S., & Madrid, H. P. (2017). Overconfidence in personnel selection: When and why unstructured interview information can hurt hiring decisions. Organizational Behavior and Human Decision Processes, 137, 27-44.
- Kilic, H. S., Demirci, A. E., & Delen, D. (2020). An integrated decision analysis methodology based on IF-DEMATEL and IF-ELECTRE for personnel selection. Decision Support Systems, 137, 113360.
- Koenig, N., Tonidandel, S., Thompson, I., Albritton, B., Koohifar, F., Yankov, G. & Newton, C. (2023). Improving measurement and prediction in personnel selection through the application of machine learning. Personnel Psychology.
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- Lievens, F., & Sackett, P. R. (2017). The effects of predictor method factors on selection outcomes: A modular approach to personnel selection procedures. Journal of Applied Psychology, 102(1), 43-66.
- Malin, C. D., Fleiß, J., Seeber, I., Kubicek, B., Kupfer, C., & Thalmann, S. (2024). The application of AI in digital HRM-an experiment on human decision-making in personnel selection. Business Process Management Journal.
- Moustafa, K.S. & Miller, T. (2003). Too Intelligent for the Job? The Validity of Upperlimit Cognitive Ability Test Scores in Selection. S.A.M. Advanced Management Journal. 68 (2), 4-15.
- Morgeson, F.P., Campion, M.A., Dipboye, R.L., Hollenbeck, J.R., Murphy, K. and Schmitt, N. (2007). Are We Getting Fooled Again? Coming To Terms with Limitations in the Use of Personality Tests for Personnel Selection. 60,1029-1049.
- Moscoso, S. & Iglesias, M. (2009). Job Experience and Big Five Personality Dimensions. International Journal of Selection and Assessment. Vol. 17, Iss. 2, p. 239-242
- Neisser, U. (Chair) (1996). Intelligence: Knowns and Unknowns. American Psychologist, 51(2), 77-101.
- Ones, D.S., Dilchert, S., Viswsvaran, C. And Judge, T.A. (2007), In Support Of

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Ployhart, R. E., Schmitt, N., & Tippins, N. T. (2017). Solving the Supreme Problem: 100 years of selection and recruitment at the Journal of Applied Psychology. Reznik, N., Krumm, S., Freudenstein, J. P., Heimann, A. L., Ingold, P., Schäpers, P., & Kleinmann, M. (2024). Does understanding what a test measures make a difference? On the relevance of the ability to identify criteria for situational judgment test performance. International Journal of Selection and Assessment, 32(2), 210-224.

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Sackett, P.R. & Livens, F. (2008). Personnel Selection. Annu. Rev. of Psychology. 59, 419-450.

Sackett, P. R., Zhang, C., Berry, C. M., & Lievens, F. (2022). Revisiting meta-analytic estimates of validity in personnel selection: Addressing systematic overcorrection for restriction of range. Journal of Applied Psychology, 107(11), 2040.

Salgado, J.F. (2003). Prediction job performance using FFM and non-FFM personality measures. Journal of occupational and organizational psychology. 76(3), 323-.

Schmidt F.L. & Hunter J.E. (1998). The Validity and Utility of Selection Methods in Personnel Psychology: Practical and Theoretical Implications of 85 Years of Research Findings, Psychological Bulletin, 124 (2), 262-274.

Schmitt, N. & Mills A. E. (2001). Traditional Test and Job Simulations: Minority and Majority Performance and Test Validity. Journal of Applied Psychology. 86 (3), 451-458.

Schneider, T. J., Goffin, R. D., & Daljeet, K. N. (2015). "Give us your social networking site passwords": Implications for personnel selection and personality. Personality and Individual Differences, 73, 78-83.

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Van Iddekinge, C. H., Aguinis, H., Mackey, J. D., & DeOrtentiis, P. S. (2018). A metaanalysis of the interactive, additive, and relative effects of cognitive ability and motivation on performance. Journal of Management, 44(1), 249-279.

Whitacare, T. (2007). Behavioral Interviewing - Find Your Star. Quality progress. 40

(6), 72-73.

### <u>Additional Reading Material:</u>

Alvarado, N. (1994). Empirical Validity of the Thematic Apperception Test. Journal of Personality Assessment. 63 (1), 59-79.

Arnulf, Jan Ketil, Lisa Tegner, Øyunn Larssen (2010). Impression making by résumé layout: Its impact on the probability of being shortlisted. European Journal of Work and Organizational Psychology. Vol. 19, Iss. 2; p. 221

Arvey, R.D., Landon, T.E., Nutting, S.M. & Maxwell S.E. (1992). Development of physical ability tests for police officers: A construct validation approach. Journal of Applied Psychology, 77, 996-1009.

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Benit, N., Mojzisch, A., & Soellner, R. (2014). Preselection Methods Prior to the Internal Assessment Center for Personnel Selection in German Companies. International Journal of Selection and Assessment, 22(3), 253-260.

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Acquisitive Self-Presentation in Personality Self-Ratings Enhance Validity? Evidence from two experimental field studies. International Journal of Selection and Assessment. Vol. 17, Iss. 2, p. 142-153

Blickle, Gerhard, Annalisa K Schnitzler (2010). Is the Political Skill Inventory Fit for Personnel Selection? An Experimental Field Study. International Journal of Selection and Assessment. Vol. 18, Iss. 2; p. 155

Billings, S. W., & Dages, K. D. (2018). Cross-cultural validity of integrity assessments for lower-level and higher-level jobs. International Journal of Selection and Assessment, 26(1), 66-74.

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Boudreau, J. W. (1990). Utility analysis for decisions in human resources management. in M.D. Dunnette and L.M. Hough (Eds.), Handbook of Industrial and Organizational Psychology, vol 2. Palo Alto, CA: Consulting Psychologists.

Bozionelos, N. (2005). When the inferior candidate is offered the job: The selection interview as a political and power game. Human Relations, 58(12), pg. 1605-1642.

Breil, S. M., Forthmann, B., & Back, M. D. (2022). Measuring distinct social skills via multiple speed assessments: A behavior-focused personnel selection approach. European Journal of Psychological Assessment, 38(3), 224.

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Del Giudice, M.J. (2010). What Might This Be? Rediscovering the Rorschach as a Tool for Personnel Selection in Organizations. Journal of Personality Assessment. Vol. 92, Iss. 1, p. 78

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Pre-Employment Polygraph Screening into the Police Selection Process. Journal of Police and Criminal Psychology. Vol. 24, Iss. 2; p. 69

Hermelin, E. & Robertson, I. T. (2001). A Critique and Standardization of Metaanalytic Validity Coefficients in Personnel Selection. Journal of Occupational and Organizational Psychology. 74 (3), 253.

Hiller, J.B., Rosenthal, R., Bornstein, R.F., Berry, D.T.R. & Brunell-Neuleib, S. (1999). A Comparative Meta-Analysis of Rorschach and MMPI Validity. Psychological Assessment. 11(3), 278-296.

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Joseph, D.L & Newman, D.A.. (2010). Emotional intelligence: An integrative metaanalysis and cascading model Journal of Applied Psychology. Vol. 95, Iss. 1, p. 54

Kaak, S.R., Field, H.S., Giles, W.F. & Norris, D.R. (1998). The Weighted Application Blank. Cornell Hotel and Restaurant Administration Quarterly. 18-24.

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Whitman, D.S., Van Rooy, D.L., Viswesvaran, C. & Kraus, E.(2009). Testing the Second-Order Factor Structure and Measurement Equivalence of the Wong and Law Emotional Intelligence Scale Across Gender and Ethnicity Educational and Psychological Measurement. Vol. 69, Iss. 6, p. 1059

#### **Grading Scheme:**

Essay / Project / Final Assignment / Home Exam / Referat 70 %
Submission assignments during the semester: Exercises / Essays / Audits / Reports
/ Forum / Simulation / others 22 %
Clinical Work / Lab Work / Practical Work / Workshops 8 %

# Additional information:

The reading list is not final and will be updated during the semester.
The information about the course is not final and also depends on the teaching method, whether face-to-face or virtual.
In this regard, the tests may not be part of the final score.

\*\* Dear students, please note - This course has a an 80% attendance requirement and will take place in person on campus. Even if there will be recordings of the lessons, it will not be possible to participate remotely \*\*