

Personnel Quality Evaluation

<u>Course Number:</u>	BB912A
<u>Course Name:</u>	Quality Assessment and Person Selection
<u>Instructors:</u>	Zhao Chunqing
<u>Students:</u>	Human Resource Management
<u>Required Text:</u>	1.Personnel Quality Evaluation, edited by Xu Shiyong and Li Yingwu, published by Renmin University of China Press in August 2019 2.Personnel Quality Assessment, edited by Wang Shuhong, Peking University Press, February 2017 edition 3.Personnel Quality Evaluation (Fourth Edition), edited by Xiao Mingzheng, Higher Education Press, October 2020 edition
<u>Course Description:</u>	Personnel quality assessment is the core professional course of human resource management. This course is an applied interdisciplinary field that is a theoretical system established on the principles of management, measurement, statistics, and psychology. It is relatively independent and holds a fundamental position in the entire human resource management discipline system. This course mainly teaches the basic principles, methods, and techniques of personnel quality assessment. The content covers personnel quality structure, evaluation types, evaluation principles, competency theory, evaluation indicator system, psychological testing, interview techniques, evaluation center, resume analysis, background investigation, evaluation quality inspection, evaluation report writing, and other evaluation theories, methods, and techniques. Through learning, students can master the methods and techniques of modern enterprise personnel selection, which helps them develop effective application strategies and career development strategies. It also helps human resource management practitioners formulate scientific recruitment plans, and effectively carry out human resource development and management activities such as employee career planning, performance management, and employee promotion.

Topic Outline:	Hours/Minutes
I. Introduction to Personnel Quality Evaluation	4
A. Definition of Personnel Quality Evaluation: ①Quality and its characteristics	

	②The composition of quality	
	③Quality assessment	
B.	Types and Functions of Quality Evaluation:	
	①Type of personnel quality assessment	
	②The function of personnel quality assessment	
C.	Evaluation Ideas in Ancient China:	
	①The generation of personnel quality assessment	
	②The development of modern personnel quality assessment	
D.	Development of Modern and Contemporary Quality Evaluation in China	
II.	Principles of Personnel Quality Evaluation	2
A.	Theory of Personnel Job Matching:	
	①Trait-Factor Theory	
	②Personality — career type theory	
B.	Competency Theory:	
	①The iceberg model	
	②Competence model	
	③The establishment process of the competency model	
C.	Measurement Theory:	
	①True Score Theory	
	②Generalizability theory	
	③Item response theory	
D.	Quantitative Theory	
III.	Construction of Evaluation Standard System	4
A.	Structure of Evaluation Standard System:	
	①Horizontal structure	
	②Longitudinal construction	
B.	Design Method of Evaluation Standard System:	
	①Design principles of the evaluation standard system	
	②Evaluation of the standard system design method	
C.	Construction Steps of Evaluation Standard System	
IV.	Psychological Testing and Its Applications	4
A.	Development of Western psychological tests:	
	①Definition of the psychological test	
	②The kind of psychological tests	
	③Development of Western psychological tests	
B.	Meaning of psychological tests	
C.	Implementation process of psychological tests	
D.	Knowledge assessment:	
	①Recollection	
	②Understanding	
	③Application	
E.	Intelligence test and aptitude test:	
	①Intelligence	
	②Ability to test	

	③General aptitude test battery	
F.	Personality test:	
	①Personality	
	②Temperament assessment	
	③Sense of worth	
	④Attitude	
V.	Interview and its application	4
A.	Interview characteristics and types:	
	①The meaning of the interview	
	②Features of the interview	
	③The development trend of the interview	
B.	Interview theoretical basis:	
	①Interview theory basis	
	②Interview function	
	③The main content of the interview	
	④The basic process of the interview	
C.	Interview standardization process:	
	①Preparation stage for the interview	
	②The implementation stage of the interview	
	③Interview and evaluation stage	
D.	Interview question preparation:	
	①The basic principles of the interview question preparation	
	②Interview question type	
	③Interview questions preparation steps	
E.	Interviewer's ability requirements:	
	①Interview theory basis	
	②Interview function function	
	③The main content of the interview	
	④The basic process of the interview	
F.	Interview methods and skills:	
	①Questions Tips	
	②listening skills	
	③Observation techniques	
	④Evaluation skills	
G.	Behavioral event interview method:	
	①Behavior event interview method	
	②Characteristics of the behavioral event interview method	
	③The core of the behavioral event interview method	
VI.	Evaluation center and its application	6
A.	Overview of evaluation center:	
	①The meaning of the evaluation center	
	②Characteristics of the evaluation center	
	③The main form of the evaluation center	
B.	Leaderless small Group discussion:	

	①Evaluation criterion	
	②Implementation process	
C.	Document basket test:	
	①Test purpose	
	②Suitable object	
	③Evaluation dimension	
D.	Evaluation center other methods and techniques:	
	①Manages games	
	②Playing	
VII.	Other evaluation methods	4
A.	Resume analysis	
B.	Background investigation:	
	①Background check position	
	②Significance of the background investigation	
	③Background investigation principles	
C.	Physical examination	
VIII.	Evaluation quality inspection	4
A.	Evaluation reliability:	
	①Retest reliability	
	②Replication reliability	
	③Internal consistency reliability	
	④Scorer reliability	
B.	Evaluation validity:	
	①Content validity	
	②Construct validity	
	③Association validity	
C.	Evaluation difficulty and differentiation	
IX.	Evaluation result report	4
A.	Evaluation data processing and score interpretation:	
	①Data synthesis	
	②Data synthesis method	
B.	Evaluation result analysis and report writing:	
	①Interpretation of evaluation scores	
	②Analysis of the evaluation results	
	③Evaluation results report	
	Total Sessions (Coverage Hours)	36

Summary of UG CPC Topics Covered in this Course:	Hours/Minutes
a. Marketing	2
b. Finance	0
c. Accounting	0
d. Management	14
e. Legal environment of Business	0

f.	Economics	3
g.	Business Ethics	3
h.	Global Dimensions of Business	2
i.	Business Communications	2
j.	Information System	8
k.	Quantitative Techniques and Statistics	2
l.	Business Policies	0
m.	Comprehensive or Integrating Experience	4
Total Estimated CPC Coverage Hours		40