Personnel Quality Evaluation

Course Number:	BB912A
Course Name:	Quality Assessment and Person Selection
Instructors:	Zhao Chunqing
Students:	Human Resource Management
Required Text:	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
Course Description:	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	

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