

MGT 4819 - Talent Selection Acquisition

Fall 2026 Syllabus, Section 01, CRN 41114,

Credit hours: 3

Instructor

Kimberly Pleva

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Public Instructor Information

Professor: Ms. Kimberly Pleva, SPHR, SHRM-SCP

Professional Qualifications:

- *Master's in Business Administration, Youngstown State University*
- *Bachelor's in Business Administration, Youngstown State University*
- *Certification, Senior Professional in Human Resources (SPHR), Human Resource Certification Institute (HRCI)*
- *Certification, Senior Certified Professional in Human Resources (SHRM-SCP), Society for Human Resource Management (SHRM)*
- *16 years of senior level human resource experience at a Fortune 200 corporation with leadership in employee relations, workforce development and planning, recruiting/selection, compensation, skills assessments, succession planning, safety and learning and development.*

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Course Description

4819. Talent Selection & Acquisition. The global, competitive business environment of today requires companies to look for every way possible to increase business performance. A key way to do this is by improving employee performance to gain competitive advantage. Having the right employees, in the right jobs, at the right time, will prove to increase business success. Therefore, careful selection of employees for positions becomes key for managers to succeed to at in order to exceed business goals. Employees, who have the talent to do their jobs, have been shown to perform at higher levels. This course includes an intensive analysis of programs used in talent acquisition. It will also include an overview of the human resources planning process, and how this process integrates with overall business planning & success. Prereq.: MGT 3725 (C or better), 2.5 GPA. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Recruitment & Selection	Carrie Picardi	9781483385396

- Each week a learning module will be released on Blackboard covering one large topic. The module will contain items to support the week's learning such as readings, videos, and assignments. All recommended course readings and links are listed in the schedule at the end of this document.
- Each module should be reviewed thoroughly before starting any work. Start by reviewing the "Welcome" page. This covers all the details for that module including assignments.
- After reading the objectives, read all the readings for the week. This will contain key content to aid in completing any work (including discussion boards). THEN, start your work for the week.

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.



Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Textbook Chapter 1 Article: "Workforce Planning" https://hr.nih.gov/workforce/workforce-planning Article: "Workforce Planning: Definition & Best Practices" https://www.forbes.com/advisor/business/workforce-planning/ Article: "Consider Work Redesign to Close Talent Gaps" https://www.shrm.org/topics-tools/news/talent-acquisition/consider-work-redesign-to-close-talent-gaps?_ga=2.35756328.969206220.1597419524-11	Workforce Design: Assessing Current & Future Needs	Discussion Board DUE 8/27 Quiz DUE 8/30
8/31	Textbook Chapter 2 (up to page 45) Summary of Major Equal Opportunity Laws Summary of Employment Laws - KMPleva Four Fifths Rule: Fair Employment Selection https://assess.com/four-fifths-rule/ Uniform Guidelines One Employee Selection Procedures https://www.uniformguidelines.com/	Navigating Employment Legislation	Discussion Board DUE 8/31 Quiz DUE 9/6
9/7	Textbook Chapter 3, 4 "What is a Job Analysis?" https://hrdailyadvisor.blr.com/2016/03/24/what-is-a-job-analysis/ "The Importance of Performing a Jobs Analysis" https://www.indeed.com/career-advice/career-development/jobs-analysis "Job Analysis Example – Cal HR" https://www.calhr.ca.gov/wp-content/uploads/sites/361/2025/07/10-6-20-Job-Analysis-accessible-version.pdf "Why Quality Job Descriptions Still Matter In Today's World of Work" https://www.forbes.com/sites/forbeshumanresourcescouncil/2023/01/04/why-quality-job-descriptions-still-matter-in-todays-world-of-work/	Selection Preparation - Job Analysis & Descriptions	Discussion Board DUE 9/10 Quiz DUE 9/13
9/14	Textbook Chapter 6 "Internal vs. External Recruitment" https://www.paychex.com/articles/hiring/internal-vs-external-recruitment "10 Effective Recruitment Strategies in 2024" https://www.forbes.com/advisor/business/recruitment-strategies/ "Pros and Cons of Recruitment Methods" https://www.linkedin.com/pulse/pros-cons-recruiting-methods-shally-stecker/	Recruitment Strategy	Discussion Board DUE 9/17 Quiz DUE 9/20
9/21	Textbook Chapter 7 "Strategies of Effective Interviewing" https://hbr.org/1964/01/strategies-of-effective-interviewing "9 Common Interviewer Mistakes to Avoid" https://www.indeed.com/career-advice/interviewing/interviewer-mistakes-to-avoid	Selection Method - Interviews	Discussion Board DUE 9/24 Quiz DUE 9/27



9/28	Textbook Chapters 8 & 9 "Personnel Selection Methods: Personality https://hr-guide.com/Selection/Personality_Tests.htm#:~:text=Personality%20Tests%3A%20A%20selection%20procedure,conscientiousness%2C%20and%20openness%20to%20experience. "Personnel Selection Methods: Assessment Centers" https://hr-guide.com/Selection/Methods_Assessment_Centers.htm "Pre-employment testing: a selection of popular tests" https://resources.workable.com/tutorial/pre-employment-tests "Pre-Employment Screening: Your Comprehensive Guide [For 2025]" (AIHR) https://www.aihr.com/blog/pre-employment-screening/	Selection Method - Testing	Discussion Board DUE 10/1/26 Quiz DUE 10/4
10/5	Textbook Chapter 10 "Employment Applications: What to Avoid, What to Include" chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/ https://www.adp.com/-/media/solution-center/sbs/pdf/articles/small-business-employment-applications.pdf?rev=c1c6b4943c2744e2bac10538508bf85c& "Employment Application Forms: What to Avoid" https://www.adp.com/spark/articles/2022/05/employment-application-forms-what-to-avoid.aspx "Background Checks: What Employers Need to Know" https://www.eeoc.gov/laws/guidance/background-checks-what-employers-need-know "A Checklist for Conducting Reference Checks" https://www.adp.com/spark/articles/2025/06/a-checklist-for-conducting-reference-checks.aspx "What Can't I Ask When Hiring?" https://www.eeoc.gov/employers/small-business/4-what-cant-i-ask-when-hiring "From Finalist to Hire: Making the Employment Offer"	Final Candidate Assessment & Hire	Discussion Board DUE 10/8 Quiz DUE 10/11

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.