

**COMPETENCY NAME and ID Number**

Certificate in Human Resource Fundamentals, ID# 508

**DOMAIN**

SOEE Leadership

**COMPETENCY STATEMENT**

This course is intended for leaders whose responsibilities include managing the performance and commitment of people. It adapts an employee lifecycle approach, offering leaders recommendations to fairly and effectively address challenges in staffing (including sourcing and screening), performance and career management, and employee rewards (including wage and hour issues).

**COMPETENCY DESCRIPTION**

This course is intended for operating managers with people management responsibilities, primarily at the front-line and mid-management organizational levels. It provides a practical overview of contemporary fair and effective leadership practices at several stages of the employee lifecycle, including talent acquisition, assessment, development, and remuneration, outlining both recommended practices and traps to avoid.

**COMPETENCY OBJECTIVES**

Upon successful mastery of this course, you will be able to:

- Learn and execute a common sourcing process - Boolean Sourcing for Google - to identify potential applicants for a specific position. Calculate and compare the cost of varying recruitment sourcing methods.
- Discuss multiple techniques to effectively manage current performance, including corrective action approaches.
- Describe the linkage between performance and career management.
- Explain contemporary best practices in employee rewards.
- Discuss current requirements to ensure that employees are appropriately classified and paid.

**DEMONSTRATING MASTERY: A TWO-STEP PROCESS****Step One: Learning and Understanding**

This course is broken down into **Learning Objectives** and related **Topics**. For each objective, you will participate in Learning Activities designed to enhance and reinforce understanding. **Learning Activities** include readings, video and audio clips, slide presentations, Discussion Board prompts, Learning Journal prompts, practice exercises, demonstrations, as well as links to web and library resources. Additionally, you will take

quizzes to assure that you are on track and gaining knowledge and skills to build toward mastery.

As you progress through the course you will come across **Milestone Activities**. In these activities, the tutorial faculty member will ask you to respond to a question or series of questions that promote a deeper understanding of the topics covered in the Learning Objective. In addition, the question(s) will ask you to apply lessons learned from specific course content. The faculty-student interaction for each Milestone must be academic in nature.

For this course, you must substantively participate and interact with tutorial faculty at least **four times through Milestone Activities**. For a definition of substantive participation, please see the rubric located in the Milestone Activities. The Final Assessment will only be unlocked after the tutorial faculty confirms that your responses to Milestone Activity prompts are academically related and substantive. As you read through the content in the course, you can identify these Milestone Activities by the title of the Learning Activity, which is denoted as "Milestone." Some objective(s) may have more than one Milestone Activity to complete.

The tutorial faculty will respond to your Milestone posts within 24 - 72 hours depending upon the tutorial faculty's published schedule of office hours, vacation days and holidays. In the response to your initial and subsequent posts to a Milestone Activity, you may be asked to respond to additional questions. Specifically, the tutorial faculty will review your responses to confirm that you have substantively participated for each of the designated Milestones.

### Course Structure

The table below details the Learning Objectives along with their corresponding Topics and Milestone Activities, which are supported by Learning Activities and quizzes.

Objectives	Topics
Learn and execute a common sourcing process - Boolean Sourcing for Google - to identify potential applicants for a specific position. Calculate and compare the cost of varying recruitment sourcing methods	<ul style="list-style-type: none"> <li>● Topic 1: Sourcing Methods               <ul style="list-style-type: none"> <li>○ Talent Sourcing - Using Google and Boolean searches</li> <li>○ Calculating and Comparing Yield Ratios</li> </ul> </li> <li>● Topic 2: Metrics and Assessment of Sourcing Methods               <ul style="list-style-type: none"> <li>○ Calculating and Comparing Yield Ratios</li> </ul> </li> </ul>
Review the topic of Performance Appraisal and discuss multiple techniques to effectively manage current performance, including corrective action approaches	<ul style="list-style-type: none"> <li>● Topic 1: A review of selected current performance appraisal approaches               <ul style="list-style-type: none"> <li>○ An Overview of Performance Management and Performance Appraisal</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>o Common Performance Appraisal Approaches: Strengths and Limitations</li> <li>● Topic 2: Distinguishing coaching from corrective action <ul style="list-style-type: none"> <li>o Performance Improvement</li> </ul> </li> </ul>
Review the linkage between performance management and career development.	<ul style="list-style-type: none"> <li>● Topic 1: Distinguishing performance from potential <ul style="list-style-type: none"> <li>o Career Development</li> </ul> </li> </ul>
Explain contemporary best practices in employee rewards	<ul style="list-style-type: none"> <li>● Topic 1: Objectives of Organizational Reward Systems <ul style="list-style-type: none"> <li>o Understanding the Concept of Total Rewards</li> </ul> </li> <li>● Topic 2: Base Compensation Approaches <ul style="list-style-type: none"> <li>o Base Pay Structure Alternatives</li> </ul> </li> <li>● Topic 3: Incentive Compensation Approaches <ul style="list-style-type: none"> <li>o Compensation Approaches to Reward Performance</li> </ul> </li> </ul>
Discuss current requirements to ensure that employees are appropriately classified and paid	<ul style="list-style-type: none"> <li>● Topic 1: Distinguishing employees from other workers <ul style="list-style-type: none"> <li>o The Changing Definition of an Independent Contractor</li> </ul> </li> <li>● Topic 2: Distinguishing employees who must be paid overtime from other employees <ul style="list-style-type: none"> <li>o Exempt versus Non-Exempt Employees</li> </ul> </li> <li>● Topic 3: The wage-hour implications of hiring employees under the age of 18 <ul style="list-style-type: none"> <li>o Conditions of Employing Minors</li> </ul> </li> </ul>

### Step Two: Final Assessment

Once you have successfully progressed through the Learning Activities, you are ready to demonstrate that you have mastered the course. In order to demonstrate mastery, you must be evaluated as proficient or exemplary on each rubric category for the corresponding performance-based assessment (paper, presentation, project, etc.). Please note that submissions may be checked for plagiarism.

## **STUDENT RESOURCES**

### **Brandman Online Library Resources**

Brandman University provides comprehensive online library services including access to books, journals, databases, and other resources. Librarians are available via email and phone to provide support. Students can access the library directly when logged into their competencies.

### **Writing and Math Help**

Brandman's Online Writing and Math Community (OWMC) offers subject-specific tutoring services, live workshops, video tutorials, tutorial office hours, and links to top academic sites in order to ensure student success. Students can access the OWMC directly when logged into their competencies.

### **Netiquette**

Communicating in an efficient and respectful manner is critical to the learning process. Please view and adhere to any netiquette guidelines outlined within the competency and the Resource Center within MyToolkit.

### **Standards of Academic Integrity**

Academic integrity is a core Brandman University value which insures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers. Students are required to read, understand, and apply the standards set forth concerning academic integrity found in the Final Assessment page of the competency and the Resource Center within MyToolkit.

### **Americans with Disabilities Act Statement**

Brandman University is committed to ensuring equal educational access and opportunity for all members of our academic community. Students will be provided timely, efficient, and equitable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). More details are available in the current Brandman University Academic Catalog found in the Resource Center within MyToolkit.