

Course Description						
Name	Code	Semester	T+A Hour	Credit	ECTS	
RECRUITMENT and INTERVIEW TECHNIQUES		İK2132970	Fall Semester	3+0	3	4
Prerequisites Courses						
Recommended Elective Courses						
Language of Instruction		Turkish				
Course Level		Short Cycle (Associate's Degree)				
Course Type		Required				
Course Coordinator		Lect. Ceyda SARI				
Name of Lecturer(s)		Lect. Ceyda SARI				
Assistant(s)						
Aim		The recruitment and interview techniques's main objective is to teach interview behaviors and interview types during the recruitment process.				
Course Content		This course contains; Overview to recruitment and selection,The Recruitment Methods,Job advertisement and Using Internet Resources Effective Techniques,Personnel practices used in recruitment,Interview Concept and Definition,Interview type in Business,Pre-Interview Preparation,Interview Process,Examples of Interview Questions,Evaluation interview,Competence and Competence Types,Advice for good interview,Assessment Errors After Interview,Right Candidate Selection Process and Job Offer.				
Course Learning Outcomes			Teaching Methods	Assessment Methods		
1.1.Explains the concept of recruitment and interview.						
1. Will be able to explain the basic concepts of recruitment and interview management.			9	A, E		
1.2. Questions the function of recruitment and interview processes in human resources functions.						
1.3. Interprets the recruitment and interview processes in human resources management.						
2. Will be able to use both theoretical and practical knowledge in the fields of recruitment and human resources.			16, 5, 6, 9	A, E		
2.1. Develops the appropriate recruitment and interview techniques for human resources management.						
2.2. Identifies the added value created by means of recruitment processes in human resources.						
2.3. Uses the recruitment and interview techniques effectively.						
3. Will be able to plans the ways to improve efficiency and productivity in human resources with the contribution of recruitment and interview techniques.			16, 9	A, E		
3.1. Explains the importance of recruitment and interview concept in terms of human resources functions.						
3.2. Describes the the importance of recruitment and interview management and strategies.						
3.3. Plans the strategies for recruitment and interview types use in human resources.						
4. Will be able to evaluate the function of human resources practices in recruitment processes at businesses.			6, 9	A, E		
4.1. Compares the examples of recruitment and interview techniques for human resource use.						
4.2. Gives the examples for use of recruitment and interview techniques.						
4.3. Adopts the 'Best Recruitment Practices' in the market to the working place.						
5. Will be able to organize activities related to the interview process.			10, 16, 9	A, E		
5.1. Learns to prepare for the interview process.						
5.2. Learns the types of interview questions.						
5.3. Manage the interview process.						
5.4. Practices the interview techniques.						
Teaching Methods		10: Discussion Method, 16: Question - Answer Technique, 5: Cooperative Learning, 6: Experiential Learning, 9: Lecture Method				
Assessment Methods		A: Traditional Written Exam, E: Homework				
Lecture Schedule						
Sequenc e	Topics	Preliminary Preparation				
1	Overview to recruitment and selection					
2	The Recruitment Methods					
3	Job advertisement and Using Internet Resources Effective Techniques					
4	Personnel practices used in recruitment					
5	Interview Concept and Definition					
6	Interview type in Business					
7	Pre-Interview Preparation					
8	Interview Process					
9	Examples of Interview Questions					
10	Evaluation interview					
11	Competence and Competence Types					
12	Advice for good interview					
13	Assessment Errors After Interview					
14	Right Candidate Selection Process and Job Offer					
Evaluation Methods		Weight(%)				
Midterm Exam		40				
General Exam		60				

Resources	
It will be given during the course. Canan Çetin, Mehmet Lütfi Arslan. Mülakat - Teori, Süreç ve İlkeler. İstanbul: Beta Basım, 2019.	