



FACULTY OF BUSSINES AND TOURISM GENERAL SPECIFICATIONS

DEGREE IN BUSINESS ADMINISTRATION AND MANAGEMENT

Subject Data

Name:

HUMAN RESOURCES MANAGEMET

English name:

HUMAN RESOURCES MANAGEMET

Code:

858510216

Type:

IN PERSON

Hours:

	Total	In class	Out class
Time distribution	150	45	105

ECTS:

Standard group	Small groups			
	Classroom	Lab	Practices	Computer classroom
4,8	12	0	0	0

Departments:

BUSINESS MANAGEMENT AND MARKETING

Knowledge areas:

BUSINNES ORGANIZATIONS

Year:

3rd - Third

Semester

SECOND QUARTER

ANEXO I**TEACHING STAFF**

Name:	E-mail:	Telephone
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Others Data (Tutoring, schedule...)

Subject Manager: Francisco J. Riquel Ligeró. Email:

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Office: 34 Faculty of Business Sciences and 3.4. Faculty of Labor Sciences. Tutorials:

First semester:

Wednesdays from 11:00 a.m. to 3:00 p.m. Office 3.4 Faculty of Labor Sciences. Wednesdays from 5:30 p.m.

to 7:30 p.m. in office 34, Faculty of Business and Tourism. Second semester:

Monday from 12.30 to 15.30 in office 39 of the Faculty of Business Sciences

Wednesdays from 12:30 to 15:30 in office 3.4 of Labor Sciences.

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SPECIFIC INFORMATION OF THE COURSE

1. Contents description:

1.1 In English:

- Human Resources Management
- The personnel department in organizations Personnel Policy
- Job Analysis
- Human Resources Planning Staff Recruitment
- Staff Selection
- Main types of selection tests Organizational Socialization
- Career management in organizations Staff training
- Remuneration Management
- Evaluating Staff Effectiveness Job Evaluation

1.2 In Spanish:

- La Gestión de los Recursos Humanos
- El departamento de personal en las organizaciones
- La Política de personal
- El Análisis de los puestos de trabajo
- La Planificación de los recursos humanos
- El Reclutamiento de personal
- La Selección de personal
- Principales tipos de pruebas de selección
- La Socialización organizacional
- La Gestión de carreras en las organizaciones
- La Formación del personal
- La Gestión de las retribuciones
- La Evaluación de la efectividad del personal
- La Valoración de puestos de trabajo

2. Background:

2.1 Situation within the Degree:

This is a compulsory subject of 6 ECTS credits, which is taught every semester and aims to contextualize the personnel function as a strategic resource for organizations, addressing both the basic processes and the processes that affect the entire cycle of Human Resources in the Company. This provides a view of Human Resources from an integrative perspective with the rest of the processes that occur in organizations and companies.

2.2 Recommendations

It is recommended that the subject be followed continuously, with active participation in theoretical and practical classes by addressing the different learning instruments and strategies designed in the subject.

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3. Objectives (as result of teaching, or skills or abilities and knowledge):

- Developing transversal/generic skills
- Develop specific skills

4. Skills to be acquired

4.1 Specific Skills:

CE9: Develop the ability to plan human resources according to the policies and objectives established by analysis, through the evaluation and planning of jobs, staff selection, staff training, management development, career planning, remuneration and incentive systems

4.2 General, Basic or Transversal Skills:

CB1: Students have demonstrated that they possess and understand knowledge in an area of study that is based on the foundation of general secondary education, and is usually at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the forefront of their field of study.

CB2: Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the development and defense of arguments and the resolution of problems within their area of study.

CB3: Students should be able to gather and interpret relevant data (normally within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4: Students can transmit information, ideas, problems and solutions to both specialized and non-specialized audiences.

CB5: That students have developed the learning skills necessary to undertake further studies with a high degree of autonomy.

CG1: Students develop cognitive, instrumental and attitudinal skills in the context of Business Administration and Management

CT1: Correctly master the Spanish language, the various styles and specific languages necessary for the development and communication of knowledge in the scientific and academic field,

CT2: Development of a critical attitude in relation to the capacity for analysis and synthesis.

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CT3: Development of an attitude of inquiry that allows for the permanent review and advancement of knowledge.

CT4: Ability to use Computer and Information Skills (C12) in professional practice.

CT5: Master the strategies for active job search and entrepreneurial skills.

CT6: Promote, respect and safeguard human rights, equality without discrimination based on birth, race, sex, religion, opinion or other personal or social circumstance, democratic values, social equality and environmental sustainability.

5. Training Activities and Teaching Methods

5.1 Training Activities:

- Theory/practice sessions on the program contents.
- Academically directed activities by the teaching staff: seminars, conferences, development of work, debates, collective tutorials, reports, evaluation/self-evaluation activities.
- Individual/autonomous work of the student

5.2 Teaching Methods::

- Face-to-face theoretical classes.
- Practical face-to-face classes.
- Supervised self-employment.
- Assessment tests.
- Tutoring.

5.3 Development and Justification:

The methodology used in its delivery requires the distinction between activities synchronous and asynchronous.

ASYNCHRONOUS ACTIVITIES: the subject teacher will facilitate the students the materials necessary for the study of the teaching units that make up the subject will be available from the Virtual Campus of the University of Huelva. For each unit, a series of activities will be proposed that the student, once completed, must send through the platform, within the established deadline, to the professor of the subject. In those subjects that require it, articles from academic or professional journals will be read, which will allow a more practical view of the content of the subject. Videos related to the subject to be discussed will also be viewed in specific topics, which will be shared through the forum.

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SYNCHRONOUS SESSIONS: taught in person in the assigned physical classroom and with the support of the virtual classroom of the subject through the Virtual Campus of the University of Huelva. The synchronous sessions may be dedicated to: presenting and critically analyzing the theoretical content, original articles from academic or professional journals that exemplify and expand the knowledge developed in the theory classes, encouraging student participation. Practical cases will be studied that students will have to solve, present and discuss with the rest of the students (individually or in groups). Presentations of works and debates moderated by the teacher will be held.

In **specialized tutorials**, students will receive training in solving practical cases and preparing their presentations.

6. Detailed Contents

Topic 1. HUMAN RESOURCES MANAGEMENT

- 1.1. Human resources management and organizational behavior
- 1.2. HR Management Objectives
- 1.3. Differences between Personnel Administration and HR Management
- 1.4. The psychological contract
- 1.5. Personnel management processes

Topic 2. THE PERSONNEL DEPARTMENT IN ORGANIZATIONS

- 2.1. Evolution of the personnel function in companies
- 2.2. Line unit versus staff unit
- 2.3. Roles of the personnel body as a staff

Topic 3. PERSONNEL POLICY

- 3.1. Definition and need for personnel policy (PP)
- 3.2. The formulation of the PP
- 3.3. PP content
- 3.4. Characteristics, development and application of PP

Topic 4. ANALYSIS OF JOBS

- 4.1. Purposes of PT Analysis
- 4.2. Phases of a PT Analysis Program
- 4.3. Fraser's job specification system
- 4.4. Professiography or professionogram

Topic 5. PERSONNEL RECRUITMENT

- 5.1. Concept and pre-recruitment activities
- 5.2. Types of recruitment
- 5.3. Temporary Employment Agencies
- 5.4. Recruitment sources and methods
- 5.5. Factors that influence the effectiveness of the process
- 5.6. Conclusion of the recruitment process

Topic 6. PERSONNEL SELECTION

- 6.1. The selection process as a system
- 6.2. Stages of the selection process
- 6.3. Functions and characteristics of selection tests
- 6.4. Main types of selection tests. Selection interviews

Topic 7. ORGANIZATIONAL SOCIALIZATION

- 7.1. Importance and usefulness of organizational socialization
- 7.2. Content of the reception process
- 7.3. Medical examination
- 7.4. Training or training

Topic 8. STAFF TRAINING

- 8.1. Nature and concept of training
- 8.2. Difficulties faced by training
- 8.3. Developing a training plan
- 8.4. Main training methods

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7. Bibliography

7.1 Basic Bibliography:

Alcaide, M.: González, M y Flórez, I. MERCADO DE TRABAJO, RECLUTAMIENTO Y FORMACIÓN EN ESPAÑA. Editorial Pirámide, Madrid, 1996.

Dolan, S. y Valle, R. LA GESTIÓN DE LOS RECURSOS HUMANOS. Edit. McGraw Hill, 3ª edición, Madrid, 2007.

Gómez – Mejía, L.; Balkin, D. y Cardy, GESTIÓN DE RECURSOS HUMANOS. Pearson Prentice Hall, Madrid, 2008.

Fernández López, Javier. GESTIÓN POR COMPETENCIAS. Edit. Pearson Educación, 2006.

Leal Millán, A. (coord.). EL FACTOR HUMANO EN LAS RELACIONES LABORALES. MANUAL DE DIRECCIÓN Y GESTIÓN. Edit. Pirámide, Madrid, 2001.

Noe, R; Hollenberck, J; Gerhart B. and Wright P..FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT. Mc Graw Hill. ISBN: 1265803021. 2024

Puchol Moreno, L. DIRECCIÓN Y GESTIÓN DE RECURSOS HUMANOS. Edit. Díaz de Santos, Madrid, 2007.

Wayne, F. Managing Human Resource. Mc Graw Hill. ISBN:9781264069392. 2022

7.2 Additional Bibliography:

Aguirre de Mena, Juan M. y otros. DIRECCIÓN Y GESTIÓN DE PERSONAL. Editorial Pirámide, Madrid, 2006.

Albizu, E. y Landeta, J. (coord.). DIRECCIÓN ESTRATÉGICA DE LOS RECURSOS HUMANOS. Edit. Pirámide, Madrid, 2011.

Aragón Sánchez, A. y otros. LA GESTIÓN ESTRATÉGICA DE LOS RECURSOS HUMANOS. Edit. Prentice, 2005.

Bohlander, G.; Sherman, A. y Snell, S. ADMINISTRACIÓN DE RECURSOS HUMANOS. Edit. Thompson, 12ª edición, Madrid, 2004.

Bonache, J. y Cabrera, A. (coord.). DIRECCIÓN ESTRATÉGICA DE PERSONAS. Edit. Prentice Hall, Madrid, 2009.

Byars, LL. y Rue, L. GESTIÓN DE RECURSOS HUMANOS. Editorial McGraw Hill, Madrid, 1996.

Chiavenato, I. ADMINISTRACIÓN DE RECURSOS HUMANOS. Editorial McGraw Hill, México, 2011.
Claver, E. y otros. LOS RECURSOS HUMANOS EN LA EMPRESA: UN ENFOQUE DIRECTIVO. Edit. Civitas, Madrid, 2001.

De la Calle, Mª del Carmen y Ortiz de Urbina, M. FUNDAMENTOS DE RECURSOS HUMANOS. Edit. Prentice may, 2004.

Dessler, G. ADMINISTRACIÓN DE PERSONAL. 8ª edición. Edit. Prentice Hall, México, 2001.

Golden, W. HUMAN RESOURCE MANAGEMENT: THE ULTIMATE GUIDE. Edit Golden, 2021 Italia.

Gratton, Lynda. ESTRATEGIAS DE CAPITAL HUMANO. Edit. Financial Times/Prentice Hall, 2001.

Maristany, Jaime. ADMINISTRACIÓN DE RECURSOS HUMANOS. Edit. Prentice Hall, 2006.

Peña Baztán, M. DIRECCIÓN DE PERSONAL. Edit. Hispano Europea, Barcelona, 1993.

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Sastre Castillo, M. A. y Aguilar Pastor, E.M. DIRECCIÓN DE RECURSOS HUMANOS. UN ENFOQUE ESTRATÉGICO. Editorial McGraw Hill, Madrid, 2003.

Torrington, Derek ; Hall, Laura y Taylor, S.. HUMAN RESOURCE MANAGEMENT. Prentice Hall Europe, 7ª edition, 2008.

Woodhams, C. y Taylor, S. STUDING HUMAN RESOURCE MANAGEMENT: A GUIDE TO STUDY CONTEXT AND PRACTICE OF HR. Edit Koran page, 3ª edition, 2022

Werther, W. y Davis, K. ADMINISTRACIÓN DE PERSONAL Y RECURSOS HUMANOS. 5ª edición. Editorial McGraw Hill, México, 2004.

8. Systems and Assessment Criteria

8.1 System for Assessment:

- Written exam.
- Continuous evaluation.

8.2 Assessment Criteria and Marks:

8.2.1 Examinations Convocatory I

The grading system used in the matter is in accordance with that established in article 5 of Royal Decree 1125/2003, of September 5, which establishes the European system of credits and the grading system in official university degrees and valid throughout the national territory.

The subjects of the study plan will be graded according to the following numerical scale from 0 to 10, with expression of a decimal, to which its corresponding qualification may be added qualitative: 0.0 to 4.9: Fail (SS); 5.0 to 6.9: Pass (AP); 7.0 to 8.9: Good (NT); 9.0 to 10: Outstanding (SB).

Continuous assessment will be conducted through written examinations, submitted assignments, various types of practical coursework, active student participation in lectures, seminars, and other course-related activities, as well as any other specific assessment methods designed to guarantee an objective evaluation of student learning and academic performance. The continuous assessment criteria are detailed below:

- **EXAMINATION (60% of the final course grade):** A final examination will be held covering all the material studied throughout the semester, which will have been provided and explained by the lecturer during face-to-face classes. This examination will consist of a theoretical component and a practical component, with a maximum duration of 2 hours.
 - **Specific description of the theoretical component (accounts for 30% of the final course grade and 50% of the examination grade):** This will consist of multiple-choice questions covering the concepts studied in the course syllabus. To pass the course, students must achieve a minimum score of 3.5 out of 10 in this theoretical component.
 - **Specific description of the practical component (accounts for 30% of the final course grade and 50% of the examination grade):** This will consist of practical case studies. To pass the course, students must achieve a minimum score of 3.5 out of 10 in this practical component.
 - **Rescheduled / Conflict Examinations (*Examen de incidencia*):** In the event of a rescheduled examination due to justified conflict, it will consist of two parts: an essay-based theoretical component and a practical component (case studies). To qualify to pass the course, a minimum score of 3.5 out of 10 must be obtained in each of the two components. The final grade for this rescheduled exam will be calculated as the sum of 50% of the theoretical grade and 50% of the practical grade.
- **CLASSWORK AND PRACTICAL ACTIVITIES (40% of the final course grade):** Students will be required to complete multiple-choice quizzes, exercises, or case studies (individually or in groups), as well as group projects on topics related to the course, which must be submitted in writing within the established deadlines. This section will assess the timely completion and submission of assignments, attendance at seminars, talks, or guest lectures recommended by the professor, active class participation and attendance, and any other activity that, in the lecturer's judgment, is deemed beneficial for the theoretical and practical training of the topics covered in the syllabus.

The "**Matrícula de Honor**" (**Distinction with Honors**) may be awarded to students who have achieved a final grade of 9.0 or higher. The number of honors awarded cannot exceed 5% of the total number of students enrolled in the course during the corresponding academic year, unless the enrollment is under 20 students, in which case a single "Matrícula de Honor" may be granted. Should the number of students meeting the

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requirements for this distinction exceed the 5% threshold, it will be awarded in descending order to the highest grades. In the event of a tie for the distinction between two or more students with the exact same grade, it will not be awarded to any of them.

Notice regarding the use of Artificial Intelligence: All students are subject to the regulations, guidelines, and protocols established by the University of Huelva regarding the academic use of Artificial Intelligence.

8.2.2 Examinations Convocatory II

Same evaluation system as for Convocatory I.

8.2.3 Examinations Convocatory III

EXAMINATION (100% of the final course grade): A final examination will be held covering all the material studied throughout the semester, which will have been provided and explained by the lecturer during face-to-face classes. This examination will consist of a theoretical component and a practical component, with a maximum duration of 2 hours. The theoretical component will consist of multiple-choice questions covering the concepts studied in the course syllabus. To pass the course, students must achieve a minimum score of 3.5 points out of 10 in this theoretical component.

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8.2.4 Extraordinary Convocatory

EXAMINATION (100% of the final course grade): A final examination will be held covering all the material studied throughout the semester, which will have been provided and explained by the lecturer during face-to-face classes. This examination will consist of a theoretical component and a practical component, with a maximum duration of 2 hours. The theoretical component will consist of multiple-choice questions covering the concepts studied in the course syllabus. To pass the course, students must achieve a minimum score of 3 points out of 10 in this theoretical component.

8.3 Single Final Evaluation:

EXAMINATION (75% of the final course grade): A final examination will be held covering all the material studied throughout the semester, which will have been provided and explained by the lecturer during face-to-face classes. This examination will consist of a theoretical component and a practical component, with a maximum duration of 2 hours.

- **Specific description of the theoretical component (accounts for 37.5% of the final course grade and 50% of the examination grade):** This will consist of multiple-choice questions covering the concepts studied in the course syllabus. To pass the course, students must achieve a minimum score of 3.5 out of 10 in this theoretical component.

COMPETENCE ASSESSMENT TEST (25% of the final course grade): This consists of the submission of an assignment on the day of the exam. The project will focus on a specific topic within Personnel Management (HR Management) and will be assigned by the lecturer once the student communicates their choice to follow this specific assessment and course-tracking pathway. The lecturer will provide the student with the topic, guidelines, and requirements for the assignment.

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