

Subject card

Subject name and code	HRM Methods & Tools, PG_00178443						
Field of study	Management						
Date of commencement of studies	October 2025		Academic year of realisation of subject			2027/2028	
Education level	Bachelor's studies		Subject group			Optional subject group Subject group related to scientific research in the field of study	
Mode of study	part-time studies		Mode of delivery			at the university	
Year of study	3		Language of instruction			Polish	
Semester of study	5		ECTS credits			7.0	
Learning profile	academic		Assessment form			exam	
Conducting unit	Department of Organisational Behaviour -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Agata Borowska-Pietrzak				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	16.0	16.0	8.0	0.0	0.0	40
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	40		2.0		133.0	175
Subject objectives	The aim of the course is to familiarize students with selected methods and tools used in human resources management, with particular emphasis on their application in organizational practice. Students will learn to analyze HR data, support decision-making processes and select appropriate solutions to specific personnel challenges. The subject develops operational skills in the field of human capital management.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZL3_W05] The student has advanced knowledge and understanding of methods and techniques for acquiring, developing and using data in decision-making and management processes.	The student describes the principles and explains the importance of personnel data in making personnel decisions, and also explains the use of selected IT systems supporting HRM.	[SW4] test/exam - oral or written
	[ZARZL3_U04] The student can correctly select and properly apply methods and tools from management and quality sciences, as well as economics and finance, to decision-making processes.	The student creates and applies HRM techniques, methods, and tools supporting personnel decision-making processes in the organization.	[SU2] presentation/project/paper/report
	[ZARZL3_W06] The student has advanced knowledge and understanding of the principles of rational decision-making about individual resources, functional areas in the organization, processes, and management levels.	The student distinguishes and evaluates the possibilities of applying tools used in human resources management, enabling rational personnel decisions to be made.	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report
	[ZARZL3_U02] The student can identify problems related to the organization's functioning, its processes, and its relations with the environment and propose adequate solutions.	The student develops appropriate HRM methods and tools to solve personnel problems in the organization.	[SU2] presentation/project/paper/report
	[ZARZL3_U03] The student can obtain data from properly selected and verified sources and use these data to analyse and evaluate economic processes and phenomena.	The student effectively conveys information from credible sources in order to analyze HRM processes.	[SU2] presentation/project/paper/report
Subject contents	[ZARZL3_W04] To an advanced degree, the student knows and understands a person's role, place, and behaviour in an organization, both in individual, group, and organizational dimensions.	The student identifies and explains the importance of selected HRM methods and tools in shaping employee behavior in an organization.	[SW4] test/exam - oral or written
	1. Individual career management, organizational career management, 2. The essence of employee remuneration, forms of remuneration, components of employment benefits, 3. Tariff-based remuneration system, legal acts used to standardize employee remuneration 4. Selection of forms of remuneration, selection of components of remuneration and non-wage benefits, 5. Employment planning and work analysis 6. Analysis of CVs and employment applications 7. Job interviews and psychological selection tools		
	Students should know the basic concepts and theories related to human resource management models.		
	Prerequisites and co-requisites		
	Assessment methods and criteria	Subject passing criteria	Passing threshold
		written project and its presentation	51.0%
Recommended reading		written exam	50.0%
			50.0%
	Basic literature	1. Pocztowski A., Zarządzanie zasobami ludzkimi. Koncepcje, metody, wyzwania, PWE, Warszawa 2018. 2. Juchnowicz M. (red.), Zarządzanie kapitałem ludzkim, PWE, Warszawa 2014. 3. Listwan T. (red.), Zarządzanie kadrami, C.H Beck, Warszawa 2011 4. M. Sidor-Rządkowska, Kompetencyjne systemy ocen pracowników, Wolters Kluwer, Kraków 2006. 5. M. Dale, Skuteczna rekrutacja i selekcja pracowników, Wolters Kluwert, 2012. 6. M. Armstrong, S.Taylor, Armstrong's Handbook of Human Resource Management Practice, Kogan Page, 2023.	
	Supplementary literature	1. Król H., Ludwiczynski A. (red.), Zarządzanie zasobami ludzkimi, PWN, Warszawa 2011. 2. Dale M., Skuteczna rekrutacja i selekcja pracowników, Oficyna Wolters Kluwer, Warszawa 2006. 3. Czubasiewicz H., Okresowe ocenianie pracowników. Konfiguracja i projektowanie systemu, Wyd. UG, Gdańsk 2005. 4. Oleksyn T., Zarządzanie kompetencjami. Teoria i praktyka, Wolters Kluwer, Warszawa 2017. 5. R. A. Swanson, Zarządzanie rozwojem zasobami ludzkimi, PWN, 2023.	

	eResources addresses	Basic https://zzl.ipiss.com.pl/ - link to IPISS, ZZL quarterly Supplementary https://hrstandard.pl/ - link to HR Standard website
Example issues/ example questions/ tasks being completed	What are the tools for planning employee development? What are the motivational forms of pay? Models and tools for job evaluation How to analyze a candidate's CV and employment applications Methods and forms of introduction to work	
Work placement	Not applicable	

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