

Subject card

Subject name and code	Recruitment, Selection, and Employee Onboarding, PG_00178783						
Field of study	Management						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	Master's studies		Subject group		Obligatory subject group in the field of study 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	1		Language of instruction		Polish		
Semester of study	2		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 Marek Kalinowski				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	8.0	32.0	0.0	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	Students have up-to-date knowledge in the field of acquiring employees in the organization, they are familiar with solutions used in organizations in the field of: employment planning, recruitment and selection of job candidates, and onboarding.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZMU2_W06] The student possesses a thorough understanding of the principles of rational decision-making related to individual resources, functional areas within the organization, processes, and management levels. This understanding is based on a well-structured and theory-supported foundation in management, quality sciences, economics, and finance.	The student describes the relationship between the organization and the employee in the context of recruitment, selection and onboarding of job candidates.	[SW4] test/exam - oral or written
	[ZARZMU2_U05] The student can identify and correctly apply legal, professional, and ethical standards in business decision-making.	The student creates and applies techniques and tools to identify and meet the organization's staffing needs, taking into account legal, professional and ethical standards.	[SU4] test/exam - oral or written
	[ZARZMU2_W04] The student possesses a deep understanding of human behavior, including individual, group, and organizational dynamics within an organization.	The student describes the principles and methods used by organizations in implementing processes related to employee acquisition, including: employer branding, human resources planning, recruitment and selection of job candidates, and onboarding.	[SW2] presentation/project/paper/report
Subject contents	1. Human resource planning the essence of human resource planning, the impact of HR strategy on employment planning, demand and supply for employees, measurement of demand for human resources 2. Employer branding personnel marketing on the labor market, types of EB, EB tools 3. Recruitment of job candidates - the essence of recruitment, recruitment functions, recruitment alternatives, sources, types and methods of recruitment on the internal labor market, requirements for job candidates 4. Selection of job candidates - the essence of selection, selection procedures, requirements profile, selection criteria, the problem of discrimination in employment, selection methods, criteria for choosing selection methods, selection methods: document analysis, job interviews, tests, references, assessment centers 5. Onboarding of newly hired employees - the essence and goals of onboarding, types, principles, participating entities and stages of the process, forms of integrating new employees 6. Recruitment of candidates on the internal labor market - employee development planning, career path management		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	project	51.0%	40.0%
	test	51.0%	60.0%
Recommended reading	Basic literature	1. Armstrong M., Zarządzanie zasobami ludzkimi, Wolters Kluwert, 2018. 2. Poczowski A., Zarządzanie zasobami ludzkimi. Koncepcje, metody, wyzwania, PWE, Warszawa 2018. 3. Juchnowicz M. (red.), Zarządzanie kapitałem ludzkim, PWE, Warszawa 2014. 4. Listwan T. (red.), Zarządzanie kadrami, C.H Beck, Warszawa 2011. 5. Mikołajczak W. M., Nowe trendy w rekrutacji pracowników, Kwartalnik Naukowy Uczelni Vistula, 2019; 4(62): 70-88 6. Igielski M., Metody selekcji stosowane przez współczesne przedsiębiorstwa w procesie rekrutacji, Studia i Prace WNEiZ US nr 51/2 2018, s. 153-164	
	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.	
	eResources addresses		

Example issues/ example questions/ tasks being completed	
Work placement	Not applicable

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