

**Subject card**

<b>Subject name and code</b>	Unlocking the Potential of an Effective Employee (Selection, Adaptation, Evaluation, and Development), PG_00178435						
<b>Field of study</b>	Management						
<b>Date of commencement of studies</b>	October 2026		<b>Academic year of realisation of subject</b>			2027/2028	
<b>Education level</b>	Bachelor's studies		<b>Subject group</b>			Optional subject group Subject group related to scientific research in the field of study	
<b>Mode of study</b>	part-time studies		<b>Mode of delivery</b>			at the university	
<b>Year of study</b>	2		<b>Language of instruction</b>			Polish	
<b>Semester of study</b>	4		<b>ECTS credits</b>			7.0	
<b>Learning profile</b>	academic		<b>Assessment form</b>			exam	
<b>Conducting unit</b>	Department of Organisational Behaviour -> Faculty of Management -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Marek Kalinowski				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	16.0	16.0	8.0	0.0	0.0	40
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	40		2.0		133.0	175
<b>Subject objectives</b>	Students have up-to-date knowledge in the field of acquiring, retaining and developing employees in an organization, they are familiar with the solutions used in organizations in the field of: employee selection, professional adaptation, assessment, training and employee careers.						
<b>Learning outcomes</b>	<b>Course outcome</b>		<b>Subject outcome</b>			<b>Method of verification</b>	
	[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 creates and applies tools for identifying and developing employee competencies.			[SW4] test/exam - oral or written	
	[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 is able to identify problems related to the functioning of the organization, the processes implemented within it and its relations with the environment, and propose adequate solutions.			[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 describes the principles and methods used by organizations to recruit, select, evaluate and develop employees.			[SW4] test/exam - oral or written	

Subject contents	<p>1. Recruitment - the essence and functions of recruitment, recruitment alternatives, sources and types of recruitment, internal and external market, requirements for job candidates - defining requirements for job candidates, selection criteria, the problem of discrimination in employment, the essence of selection, selection procedures, criteria for choosing selection methods</p> <p>2. Employee adaptation - the essence and goals of adaptation, types, participating entities and stages of organized adaptation, principles of employee adaptation, forms of integrating new employees.</p> <p>3. Employee assessment - the essence and features of assessment - current and periodic assessments, assessment objectives and criteria, advantages and limitations of use, assessment - relative and absolute, assessment interview: stages, principles of preparation and conduct, assessing and assessed entities, assessment procedure, principles and errors made during assessment.</p> <p>4. The essence of employee development, employee development planning, identification of employee training needs, creation of an employee training program and plan, implementation of employee training, assessment of the course and results of employee training.</p> <p>5. Career management essence and goals, principles, participating entities, professional career path.</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test	51.0%	60.0%
	project	51.0%	40.0%
Recommended reading	Basic literature	<p>1. Armstrong M., Zarządzanie zasobami ludzkimi, Wolters Kluwert, 2018</p> <p>2. Poczowski A., Zarządzanie zasobami ludzkimi. Koncepcje, metody, wyzwania, PWE, Warszawa 2018.</p> <p>3. Juchnowicz M. (red.), Zarządzanie kapitałem ludzkim, , PWE, Warszawa 2014.</p> <p>4. Listwan T. (red.), Zarządzanie kadrami, C.H Beck, Warszawa 2011</p> <p>5. Sidor-Rządkowska M., Kompetencyjne systemy ocen pracowników, Wolters Kluwer, Kraków 2006.</p> <p>Mikołajczak W. M., Nowe trendy w rekrutacji pracowników, Kwartalnik Naukowy Uczelni Vistula, 2019; 4(62): 70-88</p> <p>Igielski M., Metody selekcji stosowane przez współczesne przedsiębiorstwa w procesie rekrutacji, Studia i Prace WNEIZ US nr 51/2 2018, s. 153-164</p>	
	Supplementary literature	<p>1. Król H., Ludwicyński A. (red.), Zarządzanie zasobami ludzkimi, PWN, Warszawa 2011.</p> <p>2. Dale M., Skuteczna rekrutacja i selekcja pracowników, Oficyna Wolters Kluwer, Warszawa 2006.</p> <p>3. Czubasiewicz H., Okresowe ocenianie pracowników. Konfiguracja i projektowanie systemu, Wyd. UG, Gdańsk 2005.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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