

**Subject card**

<b>Subject name and code</b>	HRM Methods & Tools, PG_00178231						
<b>Field of study</b>	Management						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2028/2029		
<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>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	3	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	5	<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 Agata Borowska-Pietrzak				
	<b>Teachers</b>						
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	30.0	30.0	15.0	0.0	0.0	75
	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>	75		4.0		96.0	175
<b>Subject objectives</b>	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_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 to analyze HRM processes.	[SU2] 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_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_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
	[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_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	
Subject contents	<ol style="list-style-type: none"> <li>1. Individual career management, organizational career management,</li> <li>2. The essence of employee remuneration, forms of remuneration, components of employment benefits,</li> <li>3. Tariff-based remuneration system, legal acts used to standardize employee remuneration</li> <li>4. Selection of forms of remuneration, selection of components of remuneration and non-wage benefits,</li> <li>5. Employment planning and work analysis</li> <li>6. Analysis of CVs and employment applications</li> <li>7. Job interviews and psychological selection tools</li> </ol>		
Prerequisites and co-requisites	Students should know the basic concepts and theories related to human resource management models.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam	51.0%	50.0%
	written project and its presentation	51.0%	50.0%
Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. Poczrowski A., Zarządzanie zasobami ludzkimi. Koncepcje, metody, wyzwania, PWE, Warszawa 2018.</li> <li>2. Juchnowicz M. (red.), Zarządzanie kapitałem ludzkim, PWE, Warszawa 2014.</li> <li>3. Listwan T. (red.), Zarządzanie kadrami, C.H Beck, Warszawa 2011</li> <li>4. M. Sidor-Rządkowska, Kompetencyjne systemy ocen pracowników, Wolters Kluwer, Kraków 2006.</li> <li>5. M. Dale, Skuteczna rekrutacja i selekcja pracowników, Wolters Kluwert, 2012.</li> <li>6. M. Armstrong, S.Taylor, Armstrong's Handbook of Human Resource Management Practice, Kogan Page, 2023.</li> </ol>	
	Supplementary literature	<ol style="list-style-type: none"> <li>1. Król H., Ludwiczynski A. (red.), Zarządzanie zasobami ludzkimi, PWN, Warszawa 2011.</li> <li>2. Dale M., Skuteczna rekrutacja i selekcja pracowników, Oficyna Wolters Kluwer, Warszawa 2006.</li> <li>3. Czubasiewicz H., Okresowe ocenianie pracowników. Konfiguracja i projektowanie systemu, Wyd. UG, Gdańsk 2005.</li> <li>4. Oleksyn T., Zarządzanie kompetencjami. Teoria i praktyka, Wolters Kluwer, Warszawa 2017.</li> <li>5. R. A. Swanson, Zarządzanie rozwojem zasobami ludzkimi, PWN, 2023.</li> </ol>	
	eResources addresses		

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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