**Resourcing, Learning and Talent Management, 2017/18**

**Resourcing & Talent Management Section - Partners**

**Assignment 1: Reflective Essay Assignment**

**Recruitment & Selection with Observed Skills**

**Submission via OnLineCampus**

**Reflective Essay Assignment Brief**

* Write a reflective essay of 3,000 words (+/-10%) on your learning and development in relation to recruitment and selection as a key element of the HR ‘resourcing’ role.
* The essay should outline your role in the observed skills exercise and reflect on your **academic, professional and personal learning**, including your planned objectives and future actions as a result. It should also relate your reflections and learning to the formal, taught (theoretical) aspects of the module (i.e. on the various methods of recruitment and selection available and their validity).

**Please use 12 point font and 1.5 line spacing**

**Further Guidance**

Critical reflection on activities and experience (e.g., thoughts, feelings, desires) involves ‘standing back’ and thinking about your experience, what you have learned, and what future action you might take. You should reflect critically on, for example:

* What you have experienced
* What you have learned from it
* What you will do differently as a result of it
* How you will evaluate future action and learning and their impact
* What you have read about what you have experienced
* What you discussed with colleagues, students and others.

Also:

* Do utilise a model of reflection such as Gibbs reflection model. See **Reflective practice in education and training** by Richard Malthouse and Jodi Roffey-Barentsen 2013 - which is on the reference list - for material on models of reflection. Please reference any reflective model that you use, and reference any other writers discussed in the reflective essay.
* If you complete a reflective journal/log you may submit this as an appendix to the essay if you wish to do so.

We encourage you to engage in critical exploration and reasoning about your practice and think about the effect your actions have on others. You need to reflect on academic, professional and personal learning. For example reflect on: the academic evidence-based foundation for professional practice; commitments to ethical, creative and evidence-based professional practice and their impact; personal identity and career development beliefs, values, aims and aspirations.

You need to set learning goals, explore options and commit to action to achieve them with a specific time frame.

**Allocation of Marks** (Total Marks: 100)

* The reflective essay should:
* Succinctly outline the student’s reflections on the observed skill exercise, utilising a structured process/model (30 marks).
* Set appropriate goals for future development, based on the reflections outlined, with regard to their academic, professional and personal development (30 marks).
* Relate learning from the observed skills exercise to the taught element of the Resourcing and Talent Management section of the RLTM module, particularly the recruitment and selection process reflecting critically on it (40 marks).

**Weighting of Marks within the Module: 50%**

**Learning Outcomes to be assessed:**

* Define, discuss and appraise the various techniques and tools available as part of an organisation’s recruitment and selection strategy and diversity management.
* Evaluate and assess management and leadership development in the context of local and global employment markets.
* Critically evaluate the contribution that HR policies can make to responsible management and organisational effectiveness.

Attention to these outcomes is included in the taught element of the Resourcing and Talent Management section of the RLTM module.

**Assessment Criteria**

The assessment criteria are the Level 7 Grade Descriptors.

These are split into 10% bands in accordance with the Academic Regulations for taught programmes.

These criteria are available in the Online Learning platform folder for the Resourcing, Learning and Talent Management module.

**In Addition**

Please ensure that you follow the University’s requirements for referencing.

For a quick guide to referencing as well as drop-in sessions, one to one help please visit the following website:

<http://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing>

**Observed Skills Activity**

Assignment One includes assessed observation of/participation in interviewing skills via Skype, telephone, or face to face interview.

Recruitment and Selection techniques, including interviewing skills will be covered in the Module in advance of the assessed interviewing skills activity.

You will be briefed on the Observed Skills activity in advance of the event.

Preparation for, conducting, and getting feedback from peers on the interviewing skills activity will provide important resources to inform your reflective essay on recruitment and selection in general and on interviewing skills in particular.

A summative pass/fail mark is awarded for the Observed Skills activity.

**Guidance on Reflective Essays**

Reflective essays are being used increasingly in education as a way of helping students understand how theory can relate to practice and for developing an understanding of *how to learn*. As reflective essays involve writing about your experience, you may find it helpful to keep a reflective journal/diary/log - these are also encouraged as part of professional and personal development, and aid completion of Continuing Professional Development (CPD) Plans (a requirement of many professional accreditation bodies, including the professional body for HR, the CIPD).

[Note that completion of a comprehensive CPD plan also forms an important part of Assignment 2 for the Leadership and Management Development section of the RLTM Module.]

You need to approach writing reflective essays in a particular way:

* This is a personal piece of writing. You should write in the first person (e.g. I felt, I noticed that) as opposed to the third person, as is more usual in academic essays
* Be aware of the need to relate practice back to theory. Analyse the event and think about how it compared with the theory and research presented in the module. How does your experience relate to the theory? Does your experience help you understand the theory and research, and/or vice versa?
* Be selective: pick out those bits of theory which seem useful, and be prepared to identify the relevant parts of the events you are writing about.
* You may find that discussion with other students can help you throw light on events and relate theory to practice

**Before writing your reflective essay, please consult:**

* The University of Salford, Reflective Writing: Study Basics Guide (pdf).
* The CIPD’s article on CPD. (This will help with this assignment and completion of the CPD plan for assignment 2).
* The example provided of a reflective log/diary