

## Staffing Detailed Design Document – Awareness and Process Overview

<b>Course Title</b>	<i>Staffing – Process Overview</i>
<b>Audience</b>	<i>Staffing Professionals</i>
<b>Course Goal</b>	<i>At the completion of this course, the learner will have an understanding of the HR Staffing process</i>
<b>Prerequisite(s)</b>	<i>HRT/HRSD Overview HRSD Model (formerly HR Overview) hrConnect Fundamentals Manager Fundamentals (if manager of people)</i>
<b>Instructional Objectives</b>	<i>At the completion of this course the learner will be able to:</i> <ul style="list-style-type: none"> <li>• <i>Identify the tasks within the Staffing process</i></li> <li>• <i>List key terms related to Staffing</i></li> <li>• <i>Describe key highlights of the Staffing process</i></li> </ul>
<b>Course Modules</b>	<ul style="list-style-type: none"> <li>• <i>Module 1: Staffing Process and Tasks</i></li> <li>• <i>Module 2: Key Terms in Staffing</i></li> <li>• <i>Module 3: Key Highlights of Staffing Process</i></li> </ul>
<b>Assessments</b>	<i>Knowledge Check questions embedded within Modules</i>
<b>Delivery Strategy</b>	<i>Online using Adobe Presenter and/or other online-type software development tools (e.g. Articulate Engage)</i>
<b>Quick Reference Materials</b>	<i>None</i>
<b>Subject Matter Expert(s) SMEs</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Supporting / Reference Materials</b>	<ul style="list-style-type: none"> <li>• <i>Staffing Global Blueprint and Staffing PDDs</i></li> </ul>

<b>Module Name 1</b>	<i>Staffing Process and Tasks</i>
<b>Module Objectives</b>	<i>At the completion of this module the learner will be able to:</i> <ul style="list-style-type: none"> <li>• <i>Recognize the Staffing process</i></li> <li>• <i>Describe the tasks within the Staffing process</i></li> </ul>

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<b>Content I</b>	<ul style="list-style-type: none"> <li>• Use “swim lane” diagram to describe Staffing process at high level</li> <li>• Describe tasks within diagram               <ul style="list-style-type: none"> <li>▪ Identify system, if any, used to perform the task using color-coding within diagram</li> <li>▪ Highlight key features about the tasks, if needed</li> </ul> </li> </ul>
<b>Source Material</b>	<i>Global Blueprint, PDDs and SMEs</i>
<b>Recap Questions</b>	<i>TBD</i>

<b>Module Name 2</b>	<i>Key Terms in Staffing</i>
<b>Module Objectives</b>	<i>At the completion of this module the learner will be able to:</i> <ul style="list-style-type: none"> <li>• List key terms related to the Staffing process</li> </ul>
<b>Content I</b>	<ul style="list-style-type: none"> <li>• List key terms with definitions               <ul style="list-style-type: none"> <li>▪ List will be identified as “glossary” of terms for global use by all Staffing personnel</li> </ul> </li> </ul>
<b>Source Material</b>	<i>List from SMEs</i>
<b>Recap Questions</b>	<i>TBD</i>

<b>Module Name 3</b>	<i>Key Highlights of Staffing Process</i>
<b>Module Objectives</b>	<i>At the completion of this module the learner will be able to:</i> <ul style="list-style-type: none"> <li>• Describe key highlights of the Staffing process</li> </ul>
<b>Content I</b>	<ul style="list-style-type: none"> <li>• List key features important to the Staffing process</li> <li>• Use BMS scenarios to reiterate the key features explained in the previous bullet               <ul style="list-style-type: none"> <li>▪ Branching and/or questions will be used to allow the learner to proceed through each scenario</li> </ul> </li> </ul>
<b>Source Material</b>	<i>List from SMEs, scenario details from SMEs</i>
<b>Recap Questions</b>	<i>TBD</i>