**Human Resources Management**

**Dr Karina Pilarz**

**Teaching Assistant**

**at the Faculty of Law, Administration and Economics**

**of Wroclaw University**

**Department of Public Administration System**

**Institute of Administrative Science**

**BBA gr. 3, 4**

**Office hours in the summer semester 2023/2024:**

Room 502 building A

even week: Thursday 11.10-13.10

odd week: Friday 11.20-13.20

**Contact:**

[karina.pilarz2@uwr.edu.pl](mailto:karina.pilarz2@uwr.edu.pl)

**Please check out my page on University website for more details**

**Literature:**

1) J. Beardwell, T. Claydon, Human Resource Management. A contemporary Approach, 2007

2) R.W. Griffin, Management, 2012

3) Learning materials provided by a teacher

**Course schedule (7 classes - 14 hours):**

1. Organisational issues, basic information about the subject, recruitment process – basic information
2. Recruitment process – CV, cover letter, job interview
3. Work assessment
4. Career and promotion management, training at work
5. Discrimination at work
6. Final essay
7. Summary, assessment