



PSY307e
Personnel Assessment and Selection

Tutor-Marked Assignment 01
July 2019 Presentation

PSY307e TMA01


This tutor-marked assignment (TMA) is worth 20% of the final mark for PSY307e Personnel Assessment and Selection.

Part 1: Online Discussion Board

Part 2: Essay Questions

TMA format [New! Please take note]

- Download and complete the new **TMA Cover Page** (screenshot below) from Canvas L01 > Modules > Assessments.
- Acknowledge that you have read the self-declaration on academic integrity and submit it with your TMA. There will be a **penalty of 5 marks deduction** if the TMA cover page is incomplete, inaccurate or missing from the final submission of your TMA via Turnitin. **No appeals concerning the Cover Page will be entertained.**
- Use Times New Roman 12 point, double line spacing throughout.



SINGAPORE UNIVERSITY
OF SOCIAL SCIENCES

School of Humanities & Behavioural Sciences
Psychology TMA Cover Page

Student's Name (official): Click here to enter text.

Student's PI: Click here to enter text.

Course Code: Choose an item.

TMA No: Choose an item.

Date: Click or tap to enter a date.

Please read and acknowledge the following self-declaration on academic integrity by clicking all 3 check-boxes (a cross will appear in the box) to indicate that you have understood each item.

Plagiarism or Self-Plagiarism	
<input type="checkbox"/>	The assignment I am submitting for this course is original and new work. All sources I have quoted or referred to while working on this assignment have been properly cited and acknowledged. This assignment is substantially my own work (i.e., I have not excessively quoted other people's work and have not copied chunks of text, word for word), and is not work that I have submitted for assessment previously for another course.
Collusion	
<input type="checkbox"/>	This assignment is entirely the product of my own effort. I have not sought help from other people, whether in person or electronically, and whether from persons known to me personally or otherwise.
Declaration	
<input type="checkbox"/>	I have read and understood Section 7.2.2 of the SUSS's Student Handbook on academic integrity, and am aware of the University's penalties for academic dishonesty, which include marks deduction and expulsion from the University. I bear full responsibility if my work is found to be the result of plagiarism and/or collusion.

IMPORTANT

A penalty of 5 marks deduction will be imposed if this TMA cover page is incomplete, inaccurate or missing from the final submission of your TMA via Turnitin.

No appeals concerning the Cover Page will be entertained.

TMA submission – read these instructions carefully

- Backup your TMA at all times.
- Submit early and check the originality report for possible revision and resubmission.
- Turnitin reports are generated immediately the first time but subsequent reports may take up to a day to generate.
- Resubmissions (overwriting earlier submissions) are allowed before the deadline, but **NO** further resubmissions during the grace period or thereafter.
- Upload TMA in **Word document file** only (not in PDF), and strictly follow the **naming convention** specified for TMA files (Non-compliance to these standards might lead to an admin fee and/or the TMA not being marked).
- Upload **correct TMA file** to the **correct folder** of the **correct course**. Admin fee applies to appeals to transfer files to correct folder.
- 12-hour grace period after the deadline is **NOT** an extended deadline but solely is for resolving technical problems encountered with submissions before the deadline.
- In case of problems: Email Canvas Support LSsupport@suss.edu.sg immediately (with relevant **screenshots** and your **TMA attached**) and follow up with Canvas Support before the grace period is over.
- If there was no submission before the deadline, one late submission is allowed after the deadline for up to 1 week, after which no more late submissions will be allowed.
- Automatic marks deduction applies after the 12-hour grace period (refer to the marks deduction scheme in the Student Handbook). With this automatic deduction, there will be no need to request for extensions from your tutor because your tutor does not have the mandate to over-ride the Canvas system settings.
- Retain the Turnitin digital receipt as evidence of a successful submission. Appeals submitted without the Turnitin digital receipt will not be entertained.
- View your submission **immediately** to ensure that the entire document has been uploaded completely and successfully.

Word Limit

Please observe the word limit as writing succinctly is an important skill to acquire in academic writing. All text (including in-text citations) is included in the word count except the reference list, tables, figures, and appendices. Note that anything written beyond 10% of the word limit will not be marked.

Referencing

Follow the APA format as described in the “PSY Referencing Guide”. Appropriate in-text citations and an accurately formatted Reference section are expected. FIVE (5) marks have been allocated for this component.

Information about the APA style and basic tutorials can be found in the APA website:

<http://www.apastyle.org/index.aspx>

Plagiarism and Collusion

The assignment is to be completed on your own. You may discuss the TMA with your course-mates, however, the assignment must be written up independently. Do not share your notes, draft or final TMA with anyone before the marked TMAs are returned to you.

Avoid plagiarism by giving yourself sufficient time to research and understand the material so that you can write up your assignment in your own words. Quotations should be used sparingly. Simply citing the source of ‘copied’ chunks of text does not excuse it from plagiarism. Do ensure that any paraphrasing is done appropriately (even if you use text from your own work that you have submitted as part of another assignment of the same or another course).

The University takes a very serious view of plagiarism (passing off someone else’s ideas as your own, or recycling of contents from your own earlier marked TMA from the same course or another course) and collusion (submitting an assignment which is the same or very similar to another student’s). Both are very serious academic offences. Please refer to the Student Handbook on the penalties of plagiarism or collusion. You are strongly advised to submit your TMA early, check the plagiarism report yourself, and if needed revise and resubmit your TMA before the submission deadline.

English Competency

English competency is an assessable component of all TMAs and 5% of the total marks for each TMA have been allocated to this component. It is important that you write clearly and accurately, using correct grammar, punctuation and spelling.

Marks allocation at a glance

Deduct 5 marks if the new TMA Cover Page is incomplete, inaccurate or missing.		Marks	Word limit
Part 1: Online Discussion Board	Q1a	10	300
	Q1b	10	150
Part 2: Essay Questions	Q2a	40	1500
	Q2b	30	
Referencing		5	
English competency		5	
Total		100	1950

Note: All marks will be awarded only with the TMA submission via Turnitin.

Part 1: Online Discussion Board

This portion of the assignment requires you to post your answers on the online discussion board.

- a) Referring to a job you have previously held (either full-time or part-time), or a project group you have belonged to during your studies, demonstrate your understanding of counterproductive work behaviours (CWBs) by describing your job/project context and listing the CWBs that staff/members engaged in. In your answer, describe the severity of the behaviour ranging from 1-minor to 4-extreme and describe the impact of these behaviours on the performance of the organization. This response should not be more than 300 words and should include at least two references to support your points raised.

Please upload this in the online discussion board by **Wednesday, 31 July 2019, 11:55pm** (your instructor will not mark any posts that are uploaded after this deadline).

Additional notes/guidance/instructions:

- The DB posts need to include the required number of citations and references as stipulated in the question parts. As with other segments of this course's assignments, only credible journal/scientific sources are considered acceptable academic references. For example, DO NOT cite online resources such as AllPsych and Wikipedia.
- Be concise for your DB posts. Writing concisely and to the point is a key academic writing skill. As such, any word count over the limit provided for the respective parts of this DB section will face the usual word limit penalties.

(10 marks)

- b) Demonstrate your understanding of the relevant concepts by posting a comment of not more than 150 words on at least one other course mate's post. This comment can either be in support of, adding to, or be an argument against your course mate's post content. Your comment(s) should be supported by at least one citation. You may use the same references as in Part 2a of this TMA question.

Please upload this in the online discussion board by **Wednesday, 7 August 2019, 11:55pm** (your instructor will not mark any posts that are uploaded after this deadline).

Additional notes/guidance/instructions:

- The DB posts need to include the required number of citations and references as stipulated in the question parts. As with other segments of this course's assignments, only credible journal/scientific sources are considered acceptable academic references. For example, DO NOT cite online resources such as AllPsych and Wikipedia.
- Be concise for your DB posts. Writing concisely and to the point is a key academic writing skill. As such, any word count over the limit provided for the respective parts of this DB section will face the usual word limit penalties.

(10 marks)

Part 2: Essay Questions

Please upload Part 2 of this assignment to Turnitin by Wednesday, 7 August 2019, 11:55pm. Resubmissions are allowed before this cut-off time.

Question (70 marks)

Recruitment activities form a large part of any businesses strategy for selecting new staff. However, recruitment activities are often not included in courses on the psychology of personnel selection.

- a) Illustrate the challenges of personnel assessment by examining the key stages in the recruitment process and noting how technology can assist the recruitment process.

(40 marks)

- b) Discuss how the utility of any selection process is dependent on having a comprehensive recruitment strategy.

(30 marks)

References (5 marks)

The References section lists the full reference of all sources cited or referred to in your assignment.

Notes:

- Refer to the referencing guide entitled "PSY Referencing Guide".
- The heading "References" should be centred on the page.
- Present the reference list in alphabetical order.
- Do not number the reference items/entries.
- Observe the hanging indentation (i.e., if the reference goes on to a second line, the second line onwards must be indented).
- Use double line spacing.
- Note the correct order of information to be presented in each entry starting with the author's surname, comma, followed by the author's initials (note full stops, letter spacing, and commas where applicable especially if there is more than 1 author), year of publication in brackets, full stop, book title in italics (only the first word of the book title starts with a capital letter) or journal article title not in italics (only the first word of the

article title starts with a capital letter), etc. (refer to the referencing guide).

There will be no awarding of 1, 2, or 3 marks.

5 marks: Perfect in-text citations and reference list (minimum of 5 references cited).

4 marks: 1 or 2 minor stylistic or formatting errors (minimum of 5 references cited).

0 marks: Fails to meet the above requirements.

English competency (5 marks)

5 marks: Extremely well-written with no grammatical/spelling/punctuation errors.

4 marks: Well-written with one or two grammatical/spelling/punctuation errors.

3 marks: Fairly well-written but with a number of grammatical/spelling/punctuation errors.

2 marks: Poorly written with grammatical/spelling/punctuation errors which affect coherence.

0-1 mark: Badly written with serious grammatical/spelling/punctuation errors.

Generic Band Descriptors for Students

Excellent answer

- shows a clear and thorough understanding of the topic concerned by covering relevant points accurately and comprehensively in a well-structured, focused and cohesive manner
- provides excellent illustrations/examples/supporting evidence
- shows very strong evidence of critical thinking/analysis and in-depth understanding
- goes beyond expectation and shows original thinking

Good to Very Good answer

- shows a good to very good understanding of the topic concerned by covering relevant points accurately in a well-structured, focused and cohesive manner
- provides good illustrations/examples/supporting evidence
- shows good evidence of critical thinking/analysis and in-depth understanding

Fair answer

- shows a fair understanding of the topic concerned by covering relevant points adequately, but may not always be well structured, focused and cohesive
- provides adequate illustrations or examples, however, they may not always be appropriate
- shows little evidence of critical thinking/analysis and lacks in-depth understanding

Weak answer

- shows only rudimentary understanding of the topic concerned and only manages to cover a relevant point or two adequately, but is not well structured, focused and cohesive
- attempts to provide illustrations or examples, however, they are generally inappropriate or irrelevant
- shows no evidence of critical thinking
- may contain inaccuracies and omissions

Poor answer (borderline pass)

- does not show adequate understanding of the topic concerned and may not sufficiently cover any of the relevant points
- does not provide illustrations or examples
- tends to be descriptive and may be off-point
- contains errors and misconceptions

Fail (less than 40%)

- shows very little understanding of the topic concerned and does not cover any of the relevant points
- fails to provide illustrations or examples
- attempts to describe but is off-point
- contains serious errors and misconceptions

Bad Fail (less than 15%)

- shows no understanding of the question
- some marks may be awarded if there is evidence that some effort was made to make sense of the question

--- End of TMA ---