

Teaching guide

IDENTIFICATION DETAILS

Degree:	Psychology		
Field of Knowledge:	Arts and Humanities		
Faculty/School:	Education and Psychology		
Course:	PERSONNEL SELECTION TECHNIQUES		
Type:	Optional	ECTS credits:	3
Year:	4	Code:	7758
Teaching period:	Seventh semester		
Area:	Psychology of Work and Organisations		
Module:	In-depth Exploration		
Teaching type:	Classroom-based		
Language:	Spanish		
Total number of student study hours:	75		

SUBJECT DESCRIPTION

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SKILLS

Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks

Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

General Skills

To be familiar with psychological diagnosis, treatment and assessment methods in various fields applied to psychology.

To systematise and know how to put into practice the skills and theoretical knowledge gained.

To be familiar with the basics of work psychology and that of organisations.

Cross Skills

An ability to search for and select information critically and effectively.

To develop individual social skills.

Capacity for self-awareness and emotional management.

An ability to develop one's abilities, skills and knowledge according to professional standards and to keep them up-to-date.

An ability to adapt to new situations.

An ability to think creatively and come up with new ideas and concepts.

To show a commitment to quality in one's actions and to be able to develop systems to ensure the quality of the services one provides.

To be able to approach a subject by means of rigorous, profound and comprehensive thought.

To correctly engage with university work tools: text commentary, analysis, summary and the preparation of a research project.

To identify the process of personal accomplishment and the goals to be attained by organising a plan of action to this end.

To forge attitudes of respect, tolerance and dialogue with regard to other cultures and religions in the search for the truth.

To identify technical vocabulary related to various disciplines.

An ability to solve problems.

An ability to take on responsibility and make decisions.

An ability to organise and plan well.

To be able to correctly express oneself orally in Spanish and in another language, preferably English.

To be able to correctly express oneself in writing in Spanish and in another language, preferably English.

To be able to use technical means such as computer programmes and audio-visual systems, among others.

Capacity for disciplinary and interdisciplinary teamwork.

Specific skills

To be able to define the therapeutic framework in which to place psychological intervention: the psychological interview.

To be able to describe and gauge variables in cognitive, emotional, psychobiological, behavioural, social and existential processes and to identify the problems and needs arising.

To be able to identify organisational and interorganisational problems and needs.

To be able to plan the assessment of programmes and interventions and define indicators, assessment techniques and analyses of results.

To be able to prepare oral and written reports and to provide feedback for recipients appropriately and accurately.

To be familiar with the foundations of psychology of work and organisations: history, theoretical models, key authors and progress made.

To be familiar with the basic procedures for recruiting staff.

DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
30 hours	45 hours