

## UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Iskanje zaposlitve
<b>Course title:</b>	Job seeking

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Informatika v sodobni družbi, visokošolski strokovni študijski program prve stopnje	-	Drugi ali tretji	Četrta ali šesta
Informatics in Contemporary Society, first cycle Professional Study Programme	-	Second or third	Fourth or sixth

**Vrsta predmeta / Course type** Izbirni / Elective

**Univerzitetna koda predmeta / University course code:** 1-ISD-VS-IP-IZ-2024-09-12

Predavanja Lectures	Seminar Seminar	Vaje Tutorial	Klinične vaje work	Druge oblike študija	Samost. delo Individ. work	ECTS
30	-	45	-	-	105	6

**Nosilec predmeta / Lecturer:** Izr. prof. dr. Katarina Rojko

<b>Jeziki / Languages:</b>	<b>Predavanja / Lectures:</b>	Slovenski / Slovenian, Angleški / English
	<b>Vaje / Tutorial:</b>	Slovenski / Slovenian, Angleški / English

**Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:**

Vpis v 2. ali 3. letnik študija.  
Pred izpitom uspešno opravljena predstavitev terenskega dela.

**Prerequisites:**

Enrolment into 2<sup>nd</sup> year of study.  
Successful presentation of fieldwork prior to exam.

**Vsebina:**

- Kultura upravljanja s človeškimi viri: strategije in načini pridobivanja kadrov.
- Organizacijski in zaposlitveni vidiki (potencialnih) zaposlovalcev mladih iskalcev/iskalk prve zaposlitve.
- Spemembe na (mladinskih) trgih dela.
- Prehod diplomantov iz visokošolskega izobraževanja v (ustrezno) zaposlitev: trendi v EU državah.
- Pomen individualnih vložkov študentov v človeški in socialni kapital za kompetenten vstop na trg dela po diplomi.
- Vloga profesionalnih socialnih omrežij v procesu pridobivanja ustrezne

**Content (Syllabus outline):**

- Culture of human resource management: recruitment strategies and techniques.
- Organisational and employment policy aspects of young first job seekers' (potential) employers.
- Changes in (youth) labour markets.
- Transition of graduates from higher education to (proper) job: trends in EU countries.
- The importance of individual investments in human and social capital during the study in sake of graduates' competent entry to labour market.

zaposlitve za mlade diplomante/diplomantke.

- Izvedba individualnih in skupinskih praktikumov pod mentorstvom predavatelja oz. predavateljice, predstavitve rezultatov, izmenjava znanj in izkušenj, izdelava inovativnih strategij za pridobitev (ustrezne) zaposlitve.

- The role of professional social networks in process of graduates' (proper) job seeking.
- Individual and group practicum, guided by lecturer, presentation of results, exchange of knowledge and experiences, designing of inventive strategies for (proper) job searching.

### Temeljni literatura in viri / Readings:

- Marchington, M. & Wilkinson, A. (2016). *Human Resource Management at Work – People Management and Development*. London: CIPD.
- Armstrong, M. (2009). *Armstrong's Handbook of Human Resource Management Practice*. London: Kogan Page.
- English, S. (2019). *CV & interview 101 : how to apply and interview for jobs*. Edinburgh : Polaris Publishing.
- Špindler, T. & Gorenak, M. (2022). *Spretnosti za uspeh na delovnem mestu [Elektronski vir]*. Maribor : Univerza v Mariboru, Univerzitetna založba. Dostopno prek: <https://press.um.si/index.php/ump/catalog/book/657>
- Eures: Iskalci zaposlitve. Dostopno prek: [https://eures.ec.europa.eu/jobseekers\\_sl](https://eures.ec.europa.eu/jobseekers_sl)

### Cilji in kompetence:

*Učna enota prispeva k razvoju naslednjih splošnih:*

- sposobnost uporabe znanja v praksi
- zmožnost vzpostavljanja in vzdrževanja odnosov za delo v skupini in z drugimi uporabniki ter skupinami (lokalna skupnost, organizacije javne uprave, gospodarstvo, nevladne organizacije) ter zmožnost strpnega dialoga;

*in predmetno-specifičnih kompetenc:*

- zmožnost za prepoznavanje zaposlitvenih možnosti
- vzpostavljanje stikov z zaposlovalci
- razvoj komunikacijskih sposobnosti in spretnosti, posebej v kontekstu procesov zaposlovanja
- razumevanje ne-tehničnih aspektov socialnih omrežij na personalni, organizacijski, nacionalni in internacionalni ravni
- razumevanje teoretskih, analitičnih in empiričnih razlag aktualnih dogajanj v nacionalnem, evropskem in globalnem socialnem okolju (ekonomska kriza,

### Objectives and competences:

*The instructional unit contributes to the development of the following general:*

- ability to apply knowledge in practice
- ability to establish and maintain relationships for group-work as well as with other users and groups (local communities, public administration organizations, industry, non-governmental organizations) and the capacity for tolerant dialogue

*and subject-specific competences:*

- the ability to recognise employment opportunities
- making contact with employers
- communication abilities development, especially in the context of employment processes
- understanding the non-technical aspects of social networks on the inter-personal, organisational, national and international level
- understanding of theoretical, analytical and empirical interpretations of current events in national, EU and global social environments (economic crises,

prestrukturiranje trgov dela, preizobraženost, mladinska brezposelnost)

labour market re-structuring, over-education, youth unemployment)

### **Predvideni študijski rezultati:**

Znanje in razumevanje:

*Študent/študentka:*

- pozna in razume temeljne pojme, informacije in podatke, ki so potrebni za oceno stanja na trgu delovne sile in kadrovskih potreb institucij-potencialnih zaposlovalk
- zna samo-razumeti in oceniti osebne potenciale pri vstopu na trg dela
- pozna in razume normativne zahteve, vezane na zaposlovanje (mladih) in neformalne dejavnike na mladinskem trgu dela
- pozna in zna uporabljati formalne in neformalne oblike ter možnosti zaposlovanja
- kritično ovrednoti že pridobljene izkušnje z zaposlitvami in iskanjem dela
- izdelava osebne strategije za kompetentno nastopanje na trgu dela in pridobitev (ustrezne) zaposlitve

### **Intended learning outcomes:**

Knowledge and understanding:

*The student obtain:*

- knowing and understanding of basic concepts, information and data needed for evaluation of (youth) labour market situation, as well as the (potential) employers' demands and needs
- skill to self-evaluation of individual competencies, needed for labour market entry
- knowledge of (youth) employment legislature and informal actors on (youth) labour market
- »Know to how« formal and informal ways and opportunities to find a (proper) job
- critical evaluation of previous employment and job searching experiences
- creation of personal strategy for competitive labour market entry and proper job searching

### **Metode poučevanja in učenja:**

- *predavanja* z aktivno udeležbo študentov (razlaga, diskusija, vprašanja, primeri, reševanje problemov)
- *vaje*, kjer bodo študentje pridobivali veščine, ki so potrebne za iskanje zaposlitve
- *seminarsko delo*, ki bo študentom omogočilo, da: a) dobijo vpogled v organizacijsko in kadrovske kulture institucij kot potencialnih zaposlovalk; b) dobijo vpogled v njihovo kadrovanje z uporabo ustreznih raziskovalnih metod c) vzpostavijo kontakte z izbranimi institucijami, potencialnimi zaposlovalkami; d) pridobljene rezultate individualnega ali skupinskega terenskega dela predstavijo kolegom, s

### **Learning and teaching methods:**

- *lectures* with students' active participation (explanation, discussion, questions, problem solving)
- *tutorials* where students will gain the skills required for job seeking
- *seminar practice* where students will be enabled to: a) gain insight into organisational culture and human resources management of (potential) employers, b) gain insight to their employment policies using research methods, c) establish contacts with chosen institutions as potential employers and d) present to their colleagues the results of individual or group fieldwork with whom the experiences will be exchanged using reflexive group techniques

katerimi bodo izmenjali izkušnje z uporabo reflektivnih skupinskih metod	
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<b>Načini ocenjevanja:</b>	Delež (v %) / Weight (in %)	<b>Assessment:</b>
Način (pisni izpit, ustno izpraševanje, naloge, projekt):  <ul style="list-style-type: none"> <li>• pisni izpit za preverjanje individualnega znanja in veščin, pridobljenih na predavanjih</li> <li>• predstavitev rezultatov terenskega dela v okviru seminarja</li> </ul>	50  50	Type (examination, oral, coursework, project):  <ul style="list-style-type: none"> <li>• written exam assessing the individual knowledge and skills gained on lectures</li> <li>• presentation of the fieldwork in the seminar practice</li> </ul>

**Reference nosilca / Lecturer's references:**

<ul style="list-style-type: none"> <li>• ROJKO, Katarina, ERMAN, Nuša, JELOVAC, Dejan. Impacts of the transformation to industry 4.0 in the manufacturing sector : the case of the U.S. Organizacija : revija za management, informatiko in kadre. [Tiskana izd.]. Nov. 2020, vol. 53, no. 4, str. 287-305, ilustr. ISSN 1318-5454.</li> <li>• ERMAN, Nuša, ROJKO, Katarina, LESJAK, Dušan. Traditional and new ICT spending and its impact on economy. Journal of computer information systems. 2022, vol. 62, iss. 2, str. 384-396, ilustr. ISSN 0887-4417. <a href="https://www.tandfonline.com/doi/full/10.1080/08874417.2020.1830007">https://www.tandfonline.com/doi/full/10.1080/08874417.2020.1830007</a>, DOI: 10.1080/08874417.2020.1830007. [COBISS.SI-ID 44760067]</li> <li>• ROJKO, Katarina, BRATIĆ, Brankica, LUŽAR, Borut. The Bologna reform's impacts on the scientific publication performance of Ph.D. graduates : the case of Slovenia. Scientometrics. 2020, vol. 124, iss. 1, str. 329-356, ilustr. ISSN 0138-9130.</li> <li>• ROJKO, Katarina, JELOVAC, Dejan. Challenges due to excessive amount of online data and (mis)Information. V: STRAHONJA, Vjeran (ur.), KIRINIĆ, Valentina (ur.). CECIIS : Central European Conference on Information and Intelligent Systems : 29th international conference, September 19th-21st, 2018, Varaždin, Croatia. Varaždin: Faculty of Organization and Informatics, 2018. Str. 33-38, graf. prikazi. Central European Conference on Information and Intelligent Systems (Print), Central European Conference on Information and Intelligent Systems (Online). ISSN 1847-2001, ISSN 1848-2295.</li> <li>• ROJKO, Katarina, JELOVAC, Dejan. Human role in factories of the future. V: Zbornik radova. Prva međunarodna naučna konferencija o digitalnoj ekonomiji DIEC 2018, Visoka škola "Internacionalna poslovno-informaciona akademija" Tuzla, maj 2018. Tuzla: Off-set d.o.o., 2018. Str. 165-178, ilustr.</li> </ul>
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