

**UČNI NAČRT PREDMETA / COURSE SYLLABUS**

**Predmet:** Iskanje zaposlitve  
**Course title:** 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	Četrta
Informatics in Contemporary Society, first cycle Professional Study Programme and Academic Study programme	-	Second	Fourth

**Vrsta predmeta / Course type**

Izbirni / Elective

**Univerzitetna koda predmeta / University course code:**

1-ISD-VS-IP-IZ-2020-05-14

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

**Nosilec predmeta / Lecturer:**

prof. dr. Dejan Jelovac

**Jeziki / Languages:**

**Predavanja / Lectures:**

Slovenski / Slovenian, Angleški / English

**Vaje / Tutorial:**

Slovenski / Slovenian, Angleški / English

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

Vpis v 2. 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.
- Spremembe na (mladinskih) trgih dela v času globalne gospodarske krize.
- 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.

**Content (Syllabus outline):**

- Culture of human resource management: recruitment strategies and techniques.
- Organisational and employment policy aspects of young first job seekers' (potential) employers.
- Influences of global economic crisis on 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

- Vloga profesionalnih socialnih omrežij v procesu pridobivanja ustrezne 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.

- study in sake of graduates' competent entry to labour market.
- 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:

- Podmenik, D. (2013). *Kako do ustrezne zaposlitve? : diplomanti v času družbene krize*. Ljubljana: IRSA - Inštitut za razvojne in strateške analize.
- 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.
- Podmenik, D. (2011). Kako do dodatnih znanj, ko diplome ne zagotavljajo (več) ustrezne zaposlitve? - "rentabilnost" vlaganja v socialni kapital visoko izobraženih iskalcev zaposlitve. *Andragoška spoznanja*, 17(1), str. 12–23.
- Allen, J., Pavlin, S. & van der Velden, R. (ur.) (2011). *Competencies and Early Labour Market Careers of Higher Education Graduates in Europe*. Ljubljana: University of Ljubljana, Faculty of Social Sciences.
- Podmenik, D., Černigoj Sadar, N. & Ivančič, A. (2006). *Evalvacija naložb v izobrazbeni kapital in mladinski trg dela* (končno poročilo raziskave CRP). Ljubljana: Institut Nove revije, Zavod za humanistiko.

### Cilji in kompetence:

Učna enota prispeva k razvoju naslednjih splošnih in predmetno-specifičnih kompetenc:

- sposobnost fleksibilne in aplikativne uporabe teoretičnega znanja
- zmožnost vzpostavljanja in vzdrževanja odnosov za delo v skupini in z drugimi uporabniki ter skupinami (lokalna skupnost, organizacije javne uprave, gospodarstvo, nevladne organizacije)
- zmožnost za prepoznavanje in izkoriščanje priložnosti, ki se ponujajo v delovnem in družbenem okolju (ki se izkazujejo kot podjetniški duh in aktivno državljanstvo)
- komuniciranje s strokovnjaki iz različnih področij gospodarskega in družbenega življenja ter z različnimi interesnimi skupinami
- razumevanje odnosov med posamezniki, organizacijami in

### Objectives and competences:

The instructional unit contributes to the development of the following general and subject-specific competences:

- ability to flexibly 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)
- the ability to recognise and take advantage of the opportunities, arising in work and social environment (and shown as the entrepreneurial spirit and active citizenship)
- communication with experts from various fields of economic and social life and with various interest groups
- understanding of relations between individuals, institutions and the social environment, the ability to perceive

družbenim okoljem, zmožnost za kompleksno sistemsko gledanje in delovanje

- poznavanje in razumevanje teoretičnih osnov analitičnega in svetovalnega dela (prenos znanja do uporabnika)

and function at a complex, systemic level

- understanding and use of theoretical bases of analytical and counselling work (transfer of knowledge to user)

### **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 normative 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 kompetentno nastopanje na mladinskem trgu dela
- *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 (polstrukturiran intervju, anketa, fokusna skupina) c) vzpostavijo kontakte z izbranimi institucijami, potencialnimi zaposlovalkami; d) pridobljene rezultate

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

- *lectures* with students' active participation (explanation, discussion, questions, problem solving)
- *tutorials* where students will gain the skills required for competent labour market entry
- *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 like semi-structured interview, survey, focus group, c) establish contacts with chosen institutions as potential employers and d) present to their colleagues the results of individual

individualnega ali skupinskega terenskega dela predstavijo kolegom, s katerimi bodo izmenjali izkušnje z uporabo reflektivnih skupinskih metod

or group fieldwork with whom the experiences will be exchanged using reflexive group techniques

Načini ocenjevanja:		Delež (v %) / Weight (in %)	Assessment:
Način (pisni izpit, ustno izpraševanje, naloge, projekt):			Type (examination, oral, coursework, project):
<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		<ul style="list-style-type: none"> <li>written exam assessing the individual knowledge and skills gained on lectures</li> </ul>
	50		<ul style="list-style-type: none"> <li>presentation of the fieldwork in the seminar practice</li> </ul>

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

- ROJKO, Katarina, JELOVAC, Dejan(2018) Human role in factories of the future. V: *Zbornik radova*. Prva mednarodna naučna konferencija o digitalnoj ekonomiji DIEC 2018, Visoka škola "Internacionalna poslovno-informaciona akademija" Tuzla, maj 2018. Tuzla: Off-set d.o.o., str. 165-178.
- JELOVAC, Dejan, ORLIĆ, Ranko, SUKLAN, Jana, SRŠEN Cvetko (2016) Organisational culture measurement : an empirical study of local and regional similarities and differences in case of Post of Slovenia ltd. *Innovative issues and approaches in social sciences*. vol. 9, no. 2, str. 8-34.
- JELOVAC, DEJAN and RIHTARŠIČ, TANJA (2014) Social Entrepreneurship and Fair Trade. *Innovative Issues and Approaches in Social Sciences*, 7 (1), pp. 82-98.
- KRALJ, ANITA, JELOVAC, DEJAN and MATE, VASILIJ (2013) Organizational Values and Moral Virtues of Entrepreneur: An Empirical Study of Slovenian Entrepreneurs. *Innovative issues and approaches in social sciences*, 6 (2), pp. 109-138.
- BRGLEZ, ROBI, JELOVAC, DEJAN, MIKLAVC, JAN, JELEN, TOMAŽ in BESEDNJAK, ANEJA (2012) Empirična študija odnosa dijakov zaključnih letnikov srednjih šol na Goriškem do podjetništva. *Raziskave in razprave*, 5 (3), str. 3-50.
- JELOVAC, DEJAN, WAL, ZEGER VAN DER in JELOVAC, ANA (2011) Business and Government Ethics in the New and Old EU: An Empirical Account of Public-Private Value Congruence in Slovenia and the Netherlands. *Journal of Business Ethics*, 103 (1), str. 127-141.
- VADNJAL, JAKA, JELOVAC, DEJAN in DAMJAN, JANEZ (2010) Vpliv šole in okolja na odnos odraslih srednješolcev do podjetništva. *Andragoška spoznanja*, 2010, 16 (1), str. 23-34.
- JELOVAC, DEJAN, ŽITNIK, JAN, VADNJAL, JAKA in DAMJAN, JANEZ (2010) Virtues of Entrepreneurs: Slovenian Youth Entrepreneurship Attitude Study. V: ANIŠIĆ, ZORAN (ur.) *Proceedings of the 3rd International Conference on Entrepreneurs, Innovation and Regional Development - ICEIRD 2010, May 27 - 29, 2010, Novi Sad, Serbia*. Novi Sad: Faculty of Technical Sciences, Department of Industrial Engineering and Management, str. 331-337.