

Bimonthly Tasks for November Weeks 3-4

30 pts each department leader needs to turn this sheet in on or before December 2nd. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Human Resources Department

Company Name _____

Department Meeting:

Meet as a department and read together and assign all tasks for this short week. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible. Award weekly work points in the form sent out by your teacher.

Task 1: Developing the Employee Performance Review:

You will be developing a performance review that will be used to evaluate the employees in the company. Performance reviews are two-fold; it's both for employee evaluation and development. Review what information you can find on the internet about creating a performance review and develop draft sketch of what you think the performance review form should look like. Meet with you teacher and designers to go over the plan for the review. This form will be used at 3 & 6 month evaluations for employee goal setting, pay raises and position advancements. See the teacher for details of what is expected for this part of the task. Use the information and suggestions form that meeting to develop a computer designed review using InDesign. Print your review and have your instructor review the company performance review and make any changes needed in the format or structure of the review. After the corrections have been made submit the final copy. You will need to turn this signed sheet in to receive your points.

_____ **2.5pts Evidence 1.1: Performance Review plan check by instructor** _____ signed _____ date
Employee responsible for this task

_____ **5pts Evidence 1.2: Printed draft of performance review → task verification form attached**
Employee responsible for this task

Task 2: Employee Handbook

Finish up the draft of the employee handbook by add the final sections. Create sections related to Conflict resolution, grievance process, and resignation, retirement, & termination. When the final sections are finished, print the entire draft of the Employee Handbook and submit the entire document with a task verification form.

_____ **5pts Evidence 2.1: Section on Conflict Resolution → teacher observation**
Employee responsible for this task

_____ **5pts Evidence 2.2: Section on the grievance process → teacher observation**
Employee responsible for this task

_____ **5pts Evidence 2.3: Section on resignation, retirement, & termination → teacher observation**
Employee responsible for this task

_____ **2.5pts Evidence 2.4: Printed draft of Employee Handbook → task verification form attached**
Employee responsible for this task

Task 3: State Human Resources Competition Preparation

You will begin preparing for the state HR competition. Determine which two HR employees with represent the company at the state conference in January. Review the requirements for the Employee Handbook and compare the rubric to your manual to make sure you have covered all the required areas on the rubric. Review the Human Resources competition rubric found in the portal. You will be moving your Google Doc based handbook to InDesign to develop a finished Employee Manual (that will be printed before we go to winter break) Design the format of the handbook and import the information to the InDesign file (see your teacher as there is a special way this must be done) In addition, you will be designing an employee evaluation form. You will need to turn this signed sheet in to receive your points.

_____ **5 pts Evidence 3.0: HR Representatives Name** _____ **Signature** _____
Vice President of Human Resources

HR Representatives Name _____ **Signature** _____