

Human Resources Department

Bimonthly Tasks for September

HR Task 1: Department Meeting and Assigning Tasks - 5pts

Responsibility: All Team Members

Meet as a department and go over the tasks found in Trello for the September task period. Divide up the work by adding members to the tasks card so everyone knows who will be responsible for that task over the task period. Everyone in the department can earn 50 points for this series of tasks and everyone will receive the same task points based on the number of tasks completed by the team. Each task needs evidence of completion which is found at the bottom of the task instructions. All tasks are due on or before October 5th unless noted in the task. Tasks completed early can be turned in and verified at any time. It is the responsibility of the department leader to make sure that all tasks are done. When all tasks have been assigned, move the card to Working ON. When any task has been completed, the leader should move it to the Chairman of the Board (your teacher) for final verification and awarding of points.

5pts Evidence: Tasks Assigned → Teacher Observation

HR Task 2: Hiring Process & Department Placement - 10pts

Responsibility: Vice President of HR

You will be holding interviews to fill positions for your department team. During this process, you will record your applicants in sequential order based on the preference of hiring. Following all the interviews the leadership team will meet and place employees. Collect all the employee department preference sheets and stack them in groups by the department that was ranked #1. You will lead the team through the selection of department employees using the employee placement link below. Download a copy of the Employee Place file and record the employees as they are selected throughout the process. Announce the department placements in the office following the meeting. After the meeting, download a copy of the Company Roster Template and Record all employees in the company on this roster. Share the roster with all leaders. Following The company roster will be submitted by the VP of HR.

[Curriculum / Human Resources / Human Resources Task 1 Interview and Place Job Applicants](#)

5pts Evidence: Interviews completed → Teacher Observation

5pts Evidence: Company Roster → Attached or Linked to the Trello Card

Employee Placement

<https://docs.google.com/spreadsheets/d/1AmWVhHmMI6uDSme2JBcK6RRPfoMZ-Jv2UHtMopROmUw/copy>

Company Roster Template

<https://docs.google.com/spreadsheets/d/1n5MWEra0-eWgN2hdL6uxlsJKXAUTfr2IKa-r9XfTa1U/copy>

HR Task 4. Leadership Conference - 5pts

The Vice President should be attending the student leadership/training conference in your region. Obtain your name badge from the CEO, dress for success, and bring your Chromebook/Laptop to the event. Each attendee will submit in the next task period a 1-page 3-paragraph summary of what sessions you attended, things you learned from the conference, and what things you were hoping to have learned but did not.

5pts Evidence: Attend Conference → Teacher Observation

HR Task 5: Company Onboarding -10pts

Responsibility: Chief Financial Officer

Log into the HUB→Curriculum→Human Resources→Task 2: Onboard Employees. Work through this task. Work with your teacher and the Chief Financial officer to determine the salaries for the company employees. Download a copy of the **SalaryApp** (Link below) and follow the steps at the top to work out your company salaries. It is recommended that the minimum gross annual salary for a VE employee is \$25,000/year and the maximum gross salary be set lower \$100,000/year. Include a rationale of how you came to final salaries for each position in the company (this should be based on base salary + responsibility factor). When completed present and submit the list of employees and their salaries to your leadership team. Complete a Motion to Approve Form for approval and once approved share the SalaryApp file with Accounting for payroll. Work with your teacher if you need help on this task.

10pts Evidence: Finalized Salaries and SalaryApp→ Attached or Linked to the Trello Card

[Curriculum / Human Resources / Human Resources Task 2 Onboard Employees](#)

SalaryApp

<https://docs.google.com/spreadsheets/d/1MMkwS0lq8CcVC9-85nnEgf2IXKPLgYJ001hKJ2xmuC0/copy>

Motion to Approve Form

https://docs.google.com/document/d/1_OefKjHd7ZUsnDmStXW2A6YkD_gctQ0xhjZFNwzScP0/copy

HR Task 6: Basic Company Office Policies and Procedures- 15pts

Responsibility: All Team Members

The purpose of this task is to establish general company employees' expectations of the workplace. (1) Download a copy of the **Company Policies and Procedures** file from the link at the bottom and share it with your team (2) Meet as a team and go through the exercise to establish what your department would like to put forth for the basic company policies and procedures. Once complete, (3) meet with your teacher to discuss your recommendations and compare what a real business would expect from their employees and what consequences will occur if they do not comply. Make any revisions your teacher suggests. (4) Develop a "Welcome to the Company" presentation using Google slides. Present this at the next leadership meeting for discussion and approval (use the Motion to Approve Form below). Record any changes that the team would like to make and present the final presentation to all employees of the company.

5pts Evidence: Company Expectations Exercise → Attached or Linked to the Trello Card

10pts Evidence: Welcome to the Company presentation → Attached or Linked to the Trello Card

Curriculum / Human Resources / Human Resources Task 3 [Create a Welcome Presentation for New Employees](#)

Policies and Procedures

https://docs.google.com/document/d/1dJ8bfV87biZoZzQOaBnrLnhFZDTJeGJgz0QPFZ_2cEc/copy

Motion to Approve Form

https://docs.google.com/document/d/1_OefKjHd7ZUsnDmStXW2A6YkD_gctQ0xhjZFNwzScP0/copy

HR Task 7: Personnel Files - 5pts

Responsibility: Any Team Member

Get from your teacher some file folders and set up labeled personnel files for your company. These files will hold the important documents for each employee. Gather their important paperwork that should be filed, including; the code of conduct/photo release (digital media), cover letter, and resume. These files will be used for confidential employee information. Make computer labels for the files and label file folders for each employee. Work with your teacher to find a secure place to store the files. These files will be used over the next two years.

Curriculum / Human Resources / Human Resources Task 5 [Create and Maintain Employee Files & Employee Database](#)

10pts Evidence: Files labeled and filled → Teacher Observation