



# EMPLOYEE MANUAL COMPETITION

## 2016-17 National Online Competitions

**Submission Period:** 11/14/16 - 11/30/16

**Judging Period:** 12/1/16 - 12/23/16

**Results Announced:** Week of Jan 9

The Employee Manual is a reflection of the company's mission and outlines the policies, procedures, and expectations for employees and management. As part of running a successful business, each company is tasked with creating an Employee Manual, which is typically developed and managed by the Human Resources department. For this competition, each Employee Manual will be rated on the structure, content, and key policies found in the document.

### Submission Criteria

Employee manuals should be submitted as a single PDF document and address the following themes:

- **Company & Mission:** Elements of this section may include a company description and mission statement, organization chart, descriptions of roles and responsibilities, company culture.
- **Company Policies:** Examples may include policies on time and attendance, payroll, conflict resolution, diversity & inclusion, internet/email/social media, or others relevant to the business.
- **Employee Performance and Benefits:** Elements of this section may include information on performance evaluations, professional development, employee benefits, retirement planning, and/or employee motivation.
- **Acknowledgement of Receipt:** The manual should include a signed declaration page for each employee to acknowledge receipt of the manual.



### Judging Criteria

Each element will be rated from 1 to 5 stars. A score of five is outstanding and a score of one needs significant improvement.

- **Company & Mission:** *How well does the Employee Manual orient the employee to the company and its mission?*
- **Company Policies:** *How well does the Employee Manual demonstrate comprehensive policies to manage employee and company operations?*
- **Employee Performance and Benefits:** *Does the company effectively outline procedures for evaluating, developing and motivating employees?*
- **Presentation:** *Is the Employee Manual presented and written professionally and consistent with the company's mission?*
- **Overall:** *How well does this Employee Manual clearly define the policies, procedures, and expectations of employees and management?*

### Rubric

★ ★ ★ ★ ★	Well above standards	Outstanding execution: content and/or strategies are clear, comprehensive, thoughtful, and very well researched and/or developed.
★ ★ ★ ★	Above standards	Well executed: content and/or strategies are evident and well researched and/or developed.
★ ★ ★	Meets standards	Includes essential components: content and/or strategies are evident; most components are researched and/or developed.
★ ★	Below standards	Missing essential components: content and/or strategies are not evident or unclear; research and/or development are below standards.
★	Well below standards	Major flaws or section missing.