Bimonthly Tasks for January: Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for competition before the 18th of January

Human Resources Department

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. Note there will be no work points for the next two weeks, but will start up again January 22nd.

Task 1: Employee Handbook ™: (HIGH PRIORITY)

Review the Employee handbook rubric found in the portal-Competition Rubric-Rubric Tab. Make sure that your handbook addresses all areas of the rubric. You will be using the handbook for the HR competition in Bakersfield and in an online submission of the Employee Handbook for the LA trade show, uploaded (digital copy) by January 24th. If you did not get your handbook submitted for printing, then you will need print your final employee handbook in the classroom. Four copies are needed for the HR competition in Bakersfield.

_____ **10pts**   **Evidence 1.1: 4 printed copies of Employee Handbook: Teacher Observation**
Employee responsible for this task

_____ **5pts**   **Evidence 1.2: Digital Employee Handbook ⇢ Digital Media for posting on Website**
Employee responsible for this task

Task 2: HR Competition Materials Preparation ™: (HIGH PRIORITY)

Complete the judges support material handout for the Bakersfield HR Competition. Make 4 copies of each

_____ **5pts**   **Evidence 2.1: Company Communication section (Company Newsletter)**
Employee responsible for this task

_____ **5pts**   **Evidence 2.2: Employee Evaluation section (with sample of completed evaluation)**
Employee responsible for this task

_____ **5pts**   **Evidence 2.3: Employee Recognition section**
Employee responsible for this task

_____ **5pts**   **Evidence 2.4: Practice Presentation by Friday 1/11 Teacher signature_____**
Competition team

_____ **10pts**   **Evidence 2.5: Compete in Bakersfield**
Competition Team

Task 3: Weekly Work Points & December Report: (HIGH PRIORITY)

In the company Google account, develop the January work point survey. Send to all leaders (and teacher) the link for the Google forms you developed for weekly work point submission so that leaders can post the points for the 2 weeks (January 22nd - February 1st). Using the results from the December weekly work points, track the number of points each employee earned over the month of December and total those points for their monthly work performance into a report.

_____ **5pts**   **Evidence: December Work Performance Report & January form sent out**
Employee responsible for this task

Task 4: January Employee of the Month:

Following the process you established for the employee of the month selection, determine who will be recognized as the Employee of the Month Award the employee first week in January Create the certificate, poster and publicly announce the award winner to the company. Present them with their certificate of appreciation and post their poster on the office bulletin board.

_____ **5pts**   **Evidence: Presentation of Employee of the Month.**
Employee responsible for this task

Task 5: Updated Company Attendance Report:

Using Excel file you created complete the attendance report for the month of December Add any individual absences to the individual employee sheets. In addition, develop a master attendance page that will calculate the number of absence days each employee has. This will be used to monitor employee absences and allow you to accurately track when they use up their sick days. Turn in the complete Excel file to Canvas.

_____ **5pts**   **Evidence: October-December Attendance Report ⇢ Canvas January 1-2**
Employee responsible for this task

Note any awards in ™ competitions will be added as a bonus to your department grades