Bimonthly Tasks for September: Weeks 3-4

60 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

Human Resources Department

Task 1: Hiring Process & Department Meeting:

You will be holding interviews to fill positions for your department team. Coordinate with the Vice President of Human Resources when you would like to schedule the interviews. During this process you will record your applicants in sequential order based on preference of hire. Following all the interviews you will work with the leadership team to place employees, using a snake draft format (round 1: 1st pick -7th pick ...Round 2: 7th pick - 1st pick) for department selection of employees.

_____ 5pts   **Evidence: Interviews Completed.**
Vice President of Human Resources

_____ 5pts   **Evidence: Company roster of employees and positions ⤏ Canvas September 3-4**
Vice President of Human Resources

Task 2: Department Meeting:

Meet as a department (and COO) and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the COO and your teacher as soon as possible- Fill in task sheet with names and who is responsible for each task.

_____ 5pts   **Evidence: Completed turned into teacher**
Vice President of Human Resources

Task 3: Company Employee Salaries:

Work with your teacher and the CFO to determine the salaries for the company employees. Use the salary resources found in VEI Task Matrix to determine salaries for the employees in the company. Use the **Salary.App** in the matrix to work out your final numbers. It recommended that minimum annual salary for a VE employee is $25,000/year and the maximum salary is 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 submit the list of employees and their salaries to your leadership team for signed approval and then to accounting for payroll and Canvas as a PDF.

_____ 10pts   **Evidence: Submit the finalized Salaries, signed & Salary.App ⤏ Canvas September 3-4**
Vice President of Human Resources

Task 4: Company Office Expectations:

The purpose of this task is to establish general company employees expectations of the work place. Open the **Company Expectations** Task guide from the **Task Matrix**. Meet with your team and teacher to discuss the areas and to detail what a real business would expect from their employees and what consequences will occur if they do not comply. Once completed you will share the expectations at the next leadership meeting for discussion with your leadership team. Record any changes that the leadership team would like to make and develop a "Welcome to the Company" presentation to present the employees of the company using Google slides.

_____ 10pts   **Evidence: Copy of Company Rules & Expectations Exercise with task verification form attached**
Employee Responsible

_____ 5pts   **Evidence: Company Rules & Expectations Presentation ⤏ Canvas September 3-4**
Employee Responsible

Task 5: Personnel Files:

Set up labeled personnel files in a drawer at the front of the room near your cabinet. These files will hold the important documents for each employee. Gather their important paperwork that employees submitted for their interviews to be filed, include; the code of conduct/photo release, cover letter, resume, job application. These files will be used for confidential employee information. Make computer labels for the files and label file folders for each employee.

_____ 10pts   **Evidence: Files labeled, completed and filled with important documents**
Employee Responsible

Task 6: Daily Attendance:

Assign a team member to be in charge of daily attendance for the company. They will be posting attendance in the portal each day. In addition, they will develop a company roster in Excel and record the daily attendance each day. This will be called the **Attendance Record Sheet**. Accuracy is very important and this information will be used for employee performance reviews and evaluations later in the year. At the end of each month you will be submitting a company attendance report that comes from the Excel sheet you are designing.

_____ 10pts   **Evidence: Attendance Record Sheet ⤏ Canvas September 3-4**
Employee Responsible