

Bimonthly Tasks for April Weeks 2-4

60 pts each both will work together on this and show evidence of completion on or before the due date. 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 department members receive the same points based on completion of their required tasks. Print this sheet and turn it in by April 26th to verify the tasks.

Human Resources Department

Department Points _____/60pts

Division of Labor:

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. Due to the New York Trip and some many people missing we will not be awarding work points for the Month of April.

Task 1: April Employee of the Month:

Following the process you established for the employee of the month selection, determine who will be recognized as the April Employee of the Month. 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.

_____ 5 pts Evidence: Employee of the Month verified by your teacher
Name of who is responsible _____ teacher signature _____ date

Task 2: Employee Benefits Binder:

All employees should have had the opportunity, but are not required to sign up for benefits options for medical, dental and vision plans. As employees get Life Happens cards they might be coming to you to see what they must pay if they covered by insurance plans. To help organize this you will develop a benefits binder that will hold the benefit options plan sheets. Create a table of contents and divider for the different sections of the benefits. These should include Medical, dental and vision plans. In addition you should have a master list of employees and what, if any options they chose to sign up for.

_____ 5pts Evidence 2.1: Completed HMO Medical section → Teacher Observation
Employee responsible for this task

_____ 5 pts Evidence 2.2: Completed PPO Medical section → Teacher Observation
Employee responsible for this task

_____ 5pts Evidence 2.3: Completed Dental section → Teacher Observation
Employee responsible for this task

_____ 5pts Evidence 2.4: Completed Vision section → Teacher Observation
Employee responsible for this task

Evidence: Completed Benefits Binder verified by your teacher _____
teacher signature _____ date

Task 3: Job Descriptions & Job Flyers:

Leaders have the option to continue as leaders or step down after this year. To do this they need to interview in early May. Interviews will be conducted the early in May and are open to all employees. Review the Company leadership Descriptions found on my website under and download the job posting by department (found at the bottom of the sheet). Design a company job posting that includes the company logo to create the job posting for each leadership position in the company. Copy and paste the relevant job posting information from the sheet that you download from the website. Add an place to sign up on the posting for employees wishing to compete for the job. Posting for the job opportunities will occur at the beginning of May.

_____ 10 pts Evidence: Completed job opportunity flyers → Canvas April 2-4
Employee responsible for this task

Task 4: HR Communications Newsletter

Using InDesign, create a monthly "single page" newsletter to highlight human resources related information that would be interesting and helpful to the company employees. Develop a creative name for the newsletter and design the style. This newsletter should not look like the company newsletter created each month by the Communication Department. Things that might be in the newsletter could include anything that relates to what you have in the Employee Manuel. In this news letter highlight the open enrollment for the company benefit options. When the HR newsletter is finished send it out as a PDF to all employees through the company e-mail and have it uploaded on the web site.

_____ 15 pts Evidence: May HR newsletter & loaded on website → Canvas March 3-4
Employee responsible for this task

Task 5: Weekly Work Points March Results:

Calculate the March work points for the company and Turn in March Results. WE will not be collecting work points for April or May.

_____ 10 pts Evidence: March Results → Canvas April 2-4
Employee responsible for this task