

# Bimonthly Tasks for February: Weeks 3-4

Company \_\_\_\_\_

60 pts each department leaders need to show evidence of completion on or before March 8th. 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 8th of March

## Human Resources Department

Team Points \_\_\_\_/60

### Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the next 3 weeks. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

### Task 1: Weekly Work Points March:

Develop the new work point form to send to all leaders for weekly work point submission. This needs to be ready by the end of February and sent out the first week in March so that the leaders can post the points for the four weeks March 4- March 29. Each Thursday send an e-mail remind with the link to all leaders (and the teacher) so each Friday they can do the work points for their departments. Do not accept any posting later than the following Monday, unless there is a Monday holiday.

\_\_\_\_\_  
Employee responsible for this task

5pts

**Evidence 1.1: March form sent out → Canvas Feb 3-4**

\_\_\_\_\_  
Employee responsible for this task

5pts

**Evidence 1.2: Weekly Reminders sent out on Thursdays → teacher observation**

### Task 2. Company Benefits:

You will be presenting the healthcare options to the company employees as an all company using the presentation you developed last task period. After the presentation have them take the survey to select plans. Following selection of the benefit options you will provide for employees with digital copies for their plans. To do this you will need to create an attractive 1 page information sheets describing in detail the options for employees and their families in the company for each of the options (Medical HMO, Medical PPO, Dental and Vision). Each sheet should detail what is covered and what the cost will be for the employee, the employee and spouse and the entire employees family with the following options. See your teacher if you have questions on what this should look like.

\_\_\_\_\_  
Employee responsible for this task

7.5pts

**Evidence 2.1: Completed HMO Medical Option → Canvas Feb 3-4**

\_\_\_\_\_  
Employee responsible for this task

7.5 pts

**Evidence 2.2: Completed PPO Medical Option → Canvas Feb 3-4**

\_\_\_\_\_  
Employee responsible for this task

2.5pts

**Evidence 2.3: Completed Dental Option → Canvas Feb 3-4**

\_\_\_\_\_  
Employee responsible for this task

2.5pts

**Evidence 2.4: Completed Vision Option → Canvas Feb 3-4**

### Task 3. Company Performance Review-Self Evaluations

Now that the performance review form is finalized. You will be training the company on how to complete the form. Schedule a time to share with the company employees the process on how they are to complete the form. Have each person complete the self evaluation area only. They are to give themselves scores based on how they think they work. Explain that the form will then be collected and will be completed by their manager. Collect all forms and move to task 4.

\_\_\_\_\_  
Employee responsible for this task

5pts

**Evidence: Employee Performance presentation → Collect completed forms**

### Task 4. Leadership - Associate Review Meetings

After all employees have completed their self evaluations, sort them by department. Print out the department attendance reports and give both the report and evaluations (of their team) to each of the department leaders. Hold a meeting for leadership and explain the process that you would like the leaders to follow when they fill-out the review for their team. Explain to them they will be meeting with the HR department and their associates one-at-a-time to go over the review. Explain that it is very important to be honest and truthful with their team and identify areas that are strengths to celebrate and weaknesses to highlight and improve. These reviews allow employees to get honest feedback on how they are doing and what they can do to improve as workers. This process will be repeated in May and any pay increase percentage will be matched as grade increases at the final. After all meetings have finished create a evaluation report that shows the results of the evaluation and pay increase.

\_\_\_\_\_  
Employee responsible for this task

10pts

**Evidence 4.1: Department Meetings completed → teacher observation**

\_\_\_\_\_  
Employee responsible for this task

5pts

**Evidence 4.2: Evaluation Report sent to payroll and → Canvas Feb 3-4**

### Task 5. State of the Company presentation:

You will be participating in the Board of Directors meeting on February 27, you will be developing an action plan for the company and your department. Leadership will share the creation of the presentation and you will be presenting the art department section of the presentation and giving mid-year information highlighting HR contributions to the company development. The State of the Company presentation will occur on March 7th.

\_\_\_\_\_  
Vice President of Human Resources

10pts

**Evidence: HR Section of State of the Company → Canvas Feb 3-4**