

# Final Tasks

60 pts each both will work together on this and show evidence of completion on Friday May 24th. 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 will receive points based on their completion of their required tasks

## Human Resources Department

Company \_\_\_\_\_

### Task 1.0: Year End Attendance Report

Create a year end report that is detailed by month that includes monthly attendance and the yearly attendance. Include individual employee attendance logs in the report.

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Employee responsible for this task

5pts      **Evidence: Year End Attendance Report → Canvas Final**

### Task 2.0: May Employee of the Month:

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

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Employee responsible for this task

5pts      **Evidence: Presentation of Employee of the Month → Teacher Observation**

### Task 3.0: Company Job Openings

Fly the leadership positions for next year by posting the job descriptions that you created last month. Collect the list of people that want to apply for each leadership job in the coming year and develop a schedule of interviews that will occur during the office hours. No resume or cover letter is required to apply.

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Employee responsible for this task

5pts      **Evidence: Interview schedule → Canvas Final**

### Task 4.0: Company Interviews

Arrange with your chief officers, seniors leaders and your teachers days for interviews for the new and replacement positions that company needs to fill. Set up dates in the early May to conduct interviews. Reserve the conference rooms for those periods and make sure that there are no conflicts the days of the interviews. Interviews will be held during the time to company meets. Post the schedule so the candidates know when they will be interviewed. Coordinate the daily interviews providing the evaluation forms, job descriptions and list of candidates. Applicants are encouraged to dress for success for their interview. You will set up the interview room and escort candidate to the waiting area for their interview. Following interviews, you will sort the evaluation forms and hand them back to the applicants. Each day during the interviews, you should prepare the materials for the next day of interviews.

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Employee responsible for this task

20pts      **Evidence: Coordinate interviews & Hiring List → Canvas Final**

### Task 5.0: Reassignment forms: (needs to be completed by May 17th)

With the company restructuring for next year. Design a form that associates will use to choose and prioritize the departments they would like to work in for the coming year. Your task is to create, issue, explain the process and collect reassignment forms for all associate employees. On the form should be their names, current department and which departments (include who is leading that department) they would work in next year. They are to pick 4 choices from a list of all departments and rank their choices 1-4. Chief officers will conduct a placement meeting and these will be used to place employees

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Employee responsible for this task

10pts      **Evidence: Completed and collected form for all associates**

### Task 6.0: Department Archive Files

Upload all department files to the company Google drive so that they are saved for access next year. Make sure they are the original files not PDF copies of what was made. Include: Employee Handbook, Attendance files, Benefits & Newsletter

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Employee responsible for this task

10 pts      **Evidence: All department files saved to Google drive → Teacher Observation**