

# Final Tasks - Semester 1

25 pts each department leader needs to turn this sheet in on or before the day of the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points.

**Turn in a copy of this sheet to your teacher for final grading.**

## Human Resources Department

**Company Name** \_\_\_\_\_

### Task 1: Employee Handbook

You will be finishing the employee handbook so that it is ready for printing over the winter break. Meet with your teacher and develop the cover and page format designs for the printed manual. The manual can be no longer than 24 pages. Including the table of contents and the front and back covers. The final document must a number of pages that can be evenly divided by 4 (e.g. 8, 12, 16 ,20 or 24 pages). The final document will be used for both the state conference in Bakersfield, Los Angeles conference in February and in New York if we have a team that can represent it there.

\_\_\_\_\_  
Employee who is responsible

15pts    **Evidence: Work with teacher to develop format design in handbook: teacher observation**

\_\_\_\_\_  
Employee who is responsible

5pts    **Evidence: Employee Handbooks submitted as PDF for printing → Canvas Final Tasks**

### Task 2: Company Openings in the New Year

Meet with your teacher and create job opening flyers for any possible positions that might be coming available in the new year. If the positions do come available, they will be flown from January 7- January 11th and will be open for anyone in the company to apply.

\_\_\_\_\_  
Employee who is responsible

5pts    **Evidence: Job Opening Flyers submitted as PDF for printing → Canvas Final Tasks**