

Bimonthly Tasks for November Week 4 - December Week 1

60 pts each department leader needs to turn this sheet in on or before December 7th. 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. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An e-mail will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period.

Human Resources Department

Company Name _____

Department Meeting:

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

Task 1: Interview Competition (HIGH PRIORITY COMPLETED by December 7th)

You will need to recruit one person from the company to compete in the Interview Competition for the State conference in Bakersfield. The job that candidates may apply for is an entry-level internship for a Virtual Enterprises firm in any department: Administration, Accounting, Sales, Marketing, Human Resources, Public Relations, or Information Technology. The candidate should research about what the department does that he or she is interested in working in as the intern. You will work with the employee to help them complete the job application and write their cover letter and resume. Go to the Trade Shows in the portal and down to the California Conference and Exhibition. Open the competition overviews and print out pages 22-24 and the application on pages 8-9

_____ 5 pts Evidence 1.1: Scanned Application e-mailed for competition & copy → Canvas November 4
Employee responsible for this task

_____ 5 pts Evidence 1.2: Cover Letter e-mailed for competition & copy → Canvas November 4
Employee responsible for this task

_____ 5 pts Evidence 1.3: Resume e-mailed for competition & copy → Canvas November 4
Employee responsible for this task

Task 2: Weekly Work Points December Survey & November Tracking:

Send to all leaders the link for the Google forms you developed for weekly work point submission so that leaders can post the points for the 2 weeks in December. You will need to send weekly reminders to the leaders to help them remember to complete the work points. Using the results from November, calculate the points each employee earned over the month of November and total those points for their monthly work performance into a report.

_____ 5pts Evidence 2.1: December Work Points Survey sent to Leaders and coordinator.
Employee responsible for this task

_____ 5pts Evidence 2.2: November Work Report → Canvas November 4
Employee responsible for this task

Task 3: State Human Resources Competition Preparation

You will begin preparing for the state HR competition. Determine which two HR employees will represent the company at the state conference in January. Review the requirements for the Employee Handbook and compare the rubric to your manual to make sure you have covered all the required areas on the rubric. Review the Human Resources competition rubric found in the portal. You will be moving your Google Doc based manual to In Design to develop a finished Employee Manual (that will be printed) Design the format of the manual and import the information to the InDesign file (see your teacher as there is a special way this must be done) In addition, you will be designing an employee evaluation form. This form will be used at 3 & 6 month evaluations for employee goal setting, pay raises and position advancements. See the teacher for details of what is expected for this part of the task.

_____ 5 pts Evidence 3.1: HR Representatives Names _____ & _____
Vice President of Human Resources

_____ 10 pts Evidence 3.2: Printed draft of the Employee Manual → Task verification form
Employee responsible for this task

_____ 10 pts Evidence 3.3: Employee Evaluation Form → Task verification form
Employee responsible for this task

Task 4: December Employee of the Month

Following the process you established for the employee of the month selection, determine who will be recognized as the Employee of the Month Award the employee first week in December 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.

_____ 2.5pts Evidence 4.0: Presentation of Employee of the Month for December
Employee responsible for this task

Task 5: November Company Attendance Report

Complete the attendance report for the month of November. Add any individual absences to the individual employee sheets you created last month. In addition, the master attendance page should calculate the number of absence days for each employee. This will be used to monitor employee absences and see the teacher to make sure you are doing what is expected for this task.

_____ 2.5pts Evidence 5.0: Finished November Attendance Report → Canvas November 4
Employee responsible for this task