



# Human Resources Competition New York Youth Business Summit 2019

### Employee Handbook





- Company Description
- Employee Policies
- Recruitment Policy
- · Harassment
- Communication
- Employee of the Month
- Employee Evaluation

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# Company Communication

















Website



**Bulletin Board** 

## Employee Evaluations





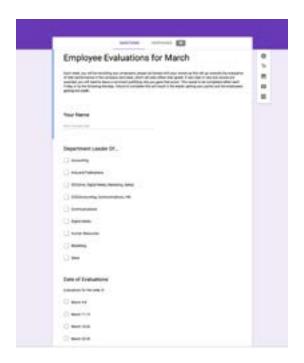
#### Hoopla Employee Evaluation form

Position of Employee:\_\_\_ Employee:\_\_ Evaluation Period: Supervisor:

Unsatisfactory *	Below Expectation/	Meet/ Expectation/	Exceed/ Expectation/	Outstanding * * * *	Employee Total	Supervisor Total
Work is messy and contains errors Work is often incomplete Produces little to no work Rarely follows instructions	Work is poor quality and needs revision     Work is sometimes incomplete     Produces work     Sometimes follows instructions	Work meets quality expected Work is mostly complete Produces expected amount of work Follows instructions like instructed	Work is consistently neat and accurate Work is consistently complete Produces good work Follows instructions throughly	Work is always impeccable     Work is always complete     Produces spectacular work     Always follows full instructions		
Time not used wisely Rarely on task Does not work Rarely finishes work	Time was used very little Sometimes on task Works but requires monitoring Barely finishes work	Time is used On task Starts work when told so Finishes work mostly on time	Consistently manages time effectively     Consistently on task     Consistent to start work     Consistently finishes work on time	to do so as well		
Often late to work Excessive absents (5)	Late more than once or twice     Excessive absents(3)	Late once or twice or less     Has 1 or less absence	•No tardies •No absences	Always on time often     Always at work often and puts in extra time on off hours		
Rarely contributes to the department Often has problems with other employees Provides no help to their employees falling behind in their tasks Rarely promotes company goodwill	Little to no contribution to the department     Sometimes has problems with other     employees     Provides little help to their employees     Sometimes promotes company goodwill	Contributes to the department     Works with others     Provides help when asked     Mostly promotes their company goodwill	Consistently contributes to the department Consistent team player Consistently provides help to employees Consistently promotes their company goodwill	*Contributes to the department and company *Supports everyone actively *Provides help to their fellow department co-workers *Outstanding ambassador of the company		
Often has a negative attitude Often creates conflict with other employees Rarely encourages employees Often disobeyed a company policies	Sometimes has a negative attitude     Sometimes has created conflict with other employees     Sometimes ecourages others     Sometimes disobeys company policies	Has a positive attitude     Consistently builds bonds with their co-workers     Encourages others     Compliant with company policies	Consistent positive attitude     Consistently builds bonds with employees in the company     Encourages employees     Consistent with company policies	Positive attitude and is a role model for others     Actively build bonds with everyone     Always encourages employees     Actively supports company policies		
	Not is often incomplete Produces little to no work Parely follows instructions  Time not used wisely Parely follows instructions  Time not used wisely Parely on task Parely follows work Parely for task Parely promoter complyers Deltan as pagitive attitude Office has a registive attitude Parely encourages employees	- Work is chain incomplete - Produces little to most on work - Barely follows instructions  - Time not used wirely - Barely follows instructions  - Time not used wirely - Barely notak - Sometimes follows instructions  - Time was used very little - Sometimes to follows instructions  - Time was used very little - Sometimes to follows instructions  - Time was used very little - Sometimes to follows instructions  - Time was used very little - Sometimes to follows instructions  - Time was used very little - Sometimes to follows instructions  - Sometimes be follows instructions  - Sometimes be follows instructions  - Late more than once or twice - Societies a black black little - Sometimes based benefit(5)  - Rainey controlled in their table - Sometimes promotes company goodwill - Sometimes has register estitude - Sometimes has created conflict with other employees - Sometimes has created conflict with other employees - Sarrier encourages employees	**Nort is poor quality and media reconstructions*  **North recett quality epicted  **North re	**Notes into mode wisely **  **Time not used wisely **  **Interly follow: instructions is instructions is instructions is instructions if its instructed **  **Interly follow: instructions is instructions in instructions is instructed **  **Interly follow: instructions is instructions in instru	*Votor is line processed and services on the following instructions on the following instruction	**Work is mergy and contains errors     **Vork is the incomplete     **Vork is destinationable     **Vork is contained errors     **Vork is contained

- Option 1: 23-25 Outstanding
- Option 2: 20-22 Exceed/ Expectation/
  Option 3: 15-19 Meet/ Expectation/
- □ Option 4: 8-14 Below Expectation/
- Option 5: 0-7 Unsatisfactory
- 5% Pay increase in monthly salary
- 3% Pay increase in monthly salary 1% Pay increase in monthly salary
- I month re-evaluation to improve for 1% pay increase
- I month re-evaluation to improve or termination

### Evaluation form



**Weekly Evaluation** 

# **Employee Recognition**



### Employees of the Month



January



February



March

### Holiday Połlucks





