

Human Resources Department

Bimonthly Tasks for January Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before January 31st. 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 submissions on January 24th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the January 3-4 Folder and Canvas.

Task 1: Employee Handbook TM: (HIGH PRIORITY)

Employee Responsible: _____

Review the Employee handbook rubric found in the HUB → Curriculum under Competitions & Events → Competition Rubrics. Make sure that your handbook addresses all areas of the rubric. You will be using the handbook for the HR competition as an online submission of the Employee Handbook for the LA trade show. There will be no presentation. Upload (digital copy not crop marks) by January 24th at 5:00pm. Upload a PDF copy of the Company Newsletter submission to Canvas and the Google Drive for teacher and Chief Officer review and verify.

____ 10pts Evidence 1.1: Newsletter submitted for LA Competition

____ 10pts Evidence 1.2: PDF of Handbook uploaded → Canvas & Drive January 3-4

Competition Scores will be awarded later based on how well you score in the competition in LA. Gold: 20pts, Silver: 18 pts, Bronze: 15pts No award: 12 pts Point will be awarded following the event. Note any awards in TM competitions will be added as a bonus to your department grades

Task 2: Trade Show and Department Reports:

Responsible: Vice President of Human Resources

As a follow-up of the Bakersfield Trade Show, you will be meeting as a leadership team to discuss the company's performance at the state conference. Complete the **Department Report** found in the **Task Matrix** under communications. Based on your discussion in your leadership meeting, complete the top section and hold a meeting with your department and discuss the lower sections of the report. Upload a copy of the department report to Canvas and the Google Drive for teacher and Chief Officer review.

____ 10 pts Evidence: Completed Department Report → Canvas & Drive January 3-4

Task 3: Performance Evaluation Sheet:

Employee Responsible: _____

You will be conducting performance evaluations starting the last week in January that will run through the first week in February. Before you start, print the evaluation form and meet with your teacher to review the score sheet and make any changes needed in the format or structure before you have employee fill it out.. After the corrections have a final meeting with the instructor and COO and have them sign off the form. Once the form has been approved, make copies for all the employees and have them do a self evaluation. Before they complete the form direct them how to complete the form and to be as honest as possible as this will be used in the formal evaluation process. When they are complete, move to Tasks 4.

____ 10pts Evidence 3.1: Evaluation Form Approved

COO Initials _____ Teacher Initials _____

____ 5pts Evidence 3.2: Employees self evaluations

Task 4: Supervisor Employee Evaluation:

Responsible: Vice President of Human Resources

Following the self evaluation process sort them by department. Leaders will be evaluated by their direct supervisor. Employees new to the company or in a new position will not be evaluated at this time. Prepare a master attendance report of all employees. Print one copy for each leader and supply them with their department evaluations. In a leadership meeting, train the leader on the process of how they should be completing the evaluations and how they need to be honest and professional. Have them complete the evaluations for their team and turn them back into the HR department.

____ 10pts Evidence: Supervisor Evaluations collected and shared → Teacher & COO Observation

Task 5: Evaluation Schedule:

Employee Responsible: _____

Develop a schedule from February 3rd-7th to conduct department evaluation meetings. In the schedule list who will facilitate the meet, where and when it will be held. Upload a copy of the schedule to Canvas and the Google Drive for teacher and Chief Officer review.

____ 5pts Evidence: Evaluation schedule → Canvas & Drive January 3-4