

Human Resources Department

Bimonthly Tasks for January Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before January 18th. 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 competition before the 18th of January

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in 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.

Task 1: Employee Handbook TM: (HIGH PRIORITY)

Employee Responsible: _____

Review the Employee handbook rubric found in the portal-Competition Rubric-Rubric Tab. Make sure that your handbook addresses all areas of the rubric. You will be using the handbook for the HR competition in Bakersfield and in the online submission of the Employee Handbook for the LA trade show, uploaded (digital copy) by January 24th. If you did not get your handbook submitted for printing, then you will need to print your final employee handbook in the classroom. Four copies are needed for the HR competition in Bakersfield.

____ **10pts** Evidence 1.1: (4) printed copies of Employee Handbook: Teacher Observation

____ **5pts** Evidence 1.2: Digital Employee Handbook to Digital Media for posting on Website

Task 2: HR Competition Preparation TM: (HIGH PRIORITY)

Employee Responsible: _____

Complete the judges support material handout for the Bakersfield HR Competition. Make 4 copies of each

____ **5pts** Evidence 2.1: Company Communication section (Company Newsletter)

____ **5pts** Evidence 2.2: Employee Evaluation section (with sample of completed evaluation)

____ **5pts** Evidence 2.3: Employee Recognition section

____ **5pts** Evidence 2.4: Practice Presentation by Friday 1/13 Teacher signature _____

____ **5pts** Evidence 2.5: Compete in Bakersfield

Task 3: Weekly Work Points & December Report:

Employee Responsible: _____

In the company Google account, develop the January work point survey. Send to all leaders (and teacher) the link for the Google forms you developed for weekly work point submission so that leaders can post the points for the 2 weeks (January 22nd - February 1st). Using the results from the December weekly work points, track the number of points each employee earned over the month of December and total those points for their monthly work performance into a report.

____ **5pts** Evidence 3.1: January Work Points form sent out to leaders & teacher

____ **5pts** Evidence 3.2: December Work Performance Report

Task 4: January Employee of the Month:

Employee Responsible: _____

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 January 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. Submit a copy of the certificate in Canvas

____ **5pts** Evidence: Presentation of Employee of the Month with Certificate copy → Canvas January 1-2

Task 5: Updated Company Attendance Report:

Employee Responsible: _____

Using Excel file you created, complete the attendance report for the month of December Add any individual absences to the individual employee sheets. In addition, develop a master attendance page that will calculate the number of absence days each employee has. This will be used to monitor employee absences and allow you to accurately track when they use up their sick days. Turn in the complete Excel file

____ **5pts** Evidence: October-December Attendance Report → Canvas January 1-2

Note any awards in TM competitions will be added as a bonus to your department grades