

# Human Resources Department

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

## Bimonthly Tasks for November

60 pts - Each department leader needs to show evidence of completion on or before November 22nd. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit.

### 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. Award weekly work points in the form sent your department sent out.

### Task 1: November Employee of the Month:

Following the process you have established for the employee of the month selection, determine who will be recognized and present them as the November Employee of the Month Award the employee first week in November. Create the certificate, poster and publicly announce the award winner to the company. Present them with their certificate of appreciation and give their poster to communications to be placed on the office bulletin board. Teacher will observe this for verification.

5pts **Evidence: Presentation of Employee of the Month** \_\_\_\_\_ is responsible

### Task 2: Attendance Report:

At the beginning of each month you will update and total attendance for the month that just ended and turn in the monthly attendance report. In addition, you will add the new month (November) that shows the days that the employees were absent from work and sick days. To mark and absence use a "1" and a .1 for a tardy. With in the attendance file, create an individual attendance tracking forms that can be updated each time they are absent or tardy to work. In January, you will be printing these for the employees personnel file. Update each for with the attendance for employees from October.

10pts **Evidence: October Attendance Report & Individual forms** \_\_\_\_\_ is responsible

### Task 3. Company Performance Reviews

Conduct performance reviews by department and meet with each department leader and one associate at a time to go over the associate review. The Art and Digital media departments need to be last as they have a very heavy workload the first week in November. Following the review process update salaries and forward that information to the accounting department to update payroll. Mr. Elway will conduct the evaluation meeting for the HR department.

5pts **Evidence: HR Department Evaluations: Mr. Elway Signature** \_\_\_\_\_

5pts **Evidence: Accounting Department Evaluations: CFO Signature** \_\_\_\_\_

5pts **Evidence: Communications Department Evaluations: VP Signature** \_\_\_\_\_

5pts **Evidence: Marketing Department Evaluations: VP Signature** \_\_\_\_\_

5pts **Evidence: Sales Department Evaluations: VP Signature** \_\_\_\_\_

5pts **Evidence: Art Department Evaluations: VP Signature** \_\_\_\_\_

5pts **Evidence: Digital Media Department Evaluations: VP Signature** \_\_\_\_\_

### Task 4. Junior Company Mentorship:

Multiple times each week, check in with junior Vice President of Human Resources to see how they are doing with their tasks and answer any questions they have concerning their November 1-2 series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

5pts **Evidence: Signed by junior Vice President** \_\_\_\_\_ November week 2

5pts **Evidence: Signed by junior Vice President** \_\_\_\_\_ November week 3