

Human Resources Department

Bimonthly Tasks for October 3-4

60 pts - Each department leader needs to show evidence of completion on or before November 1st. 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

Task 1: Department & Leadership Meeting:

Assigned to Vice President

Make copies of this sheet and meet as a department and assign all tasks for the next 2 weeks. Fill in task sheet with names. Turn in a copy to the Chief Officers and teacher as soon as possible. Complete weekly work point evaluations each Friday which have been sent to you by your department.

5pts Evidence: Complete and turn into the Chief Officers & Teacher

Task 2. October Employee Weekly Work Evaluation.

Assigned to _____

Send out weekly reminders on Thursdays to all leaders and have the communications team announce each Friday that the weekly evaluations are due. Include the teacher in the email reminders to leaders

5pts Evidence: Weekly Reminders: 2.5 pts October 24th_____ 2.5 pts October 31st_____

Task 3. Junior Company Mentorship:

Assigned to all team members

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 October 3-4 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 3.1: Signed by junior Vice President _____ October week 3

5pts Evidence 3.2: Signed by junior Vice President _____ October week 4

Task 4. Human Resource Fall Newsletter.

Assigned to _____

Building upon the newsletter you started last task period. Finish of the last two pages of the newsletter. 4 page newsletter will be sent out at the end of the month to all employees. Your goal for the next two weeks is to complete the final two pages of the newsletter and submit them for your teacher to review. Submit your 4 page draft for the Fall newsletter into Canvas.

15pts Evidence: Finished Fall Human Resources newsletter: → Canvas Oct 3-4

Task 5. Performance Review Revisions

Assigned to _____

Review your company performance review from last year with your teacher and update it to reflect changes that needed to make following its use last year. Read all of the descriptions and refine them to clarify what you are having the department leaders evaluate when they fill out the review. Print the revised performance review and have teacher check it for errors or concerns. Add a detailed description of the evaluation categories to the Employee Handbook and add these descriptions to the back of the performance review.

10pts Evidence: Printed Performance Review:→ Task Verification Form

Task 6. Company Performance Review Process

Assigned to _____

Now that the performance review form is finalized. Have each person complete the self evaluation area only. They are to give themselves scores based on how they think they work. Explain that the form will then be collected and will be completed by their manager. Once the evaluation is completed by all company employees, schedule a time to meet with the leadership team and explain that they need to complete the supervisor section of the performance review. Gather all the completed forms and a copy of the company master attendance for August-October and have each leader complete the evaluation of their associates. Stress to everyone, that they need to be honest about the review and this will help the associate have a true evaluation of how they are perceived in the office. These forms will be used at their official performance review meeting with each associate early next month.

5pts Evidence 6.1: Employee Self Performance: → Task Verification Form

10pts Evidence 6.2: Department Leader Evaluations: Collect completed forms