

Human Resources Department

Company _____

Bimonthly Tasks for October 2-4

60 pts - Each department leader needs to show evidence of completion on or before October 25th. 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. Assign the below tasks to team members so that you can complete all tasks by the deadline.

Task 1: Department & Leadership Meeting:

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 the weekly work performance evaluation for your associates sent to you by your department.

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

Task 2. October Employee Weekly Work Evaluation.

Assigned to _____

Using the same format as last year, develop a Google form to allow leaders to evaluate the weekly work performances of their associates or supervised leaders. The evaluations periods should be for the weeks of last 4 weeks of October with each week worth 10 points. Once the form is completed send it out to the company leaders and your teacher for evidence.

5pts Evidence: October Weekly Work Evaluations sent to teacher:

Task 3. 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 October 2-4 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: Signed by junior Vice President _____ October week 1

5pts Evidence: Signed by junior Vice President _____ October week 2

Task 4. Human Resource Fall Newsletter.

Assigned to _____

Each quarter your team will be developing and publishing a special seasonal newsletter. Visit the SHRM.com website (Society of Human Resource Management) and look for ideas that you can include in your company HR newsletter. You will be developing a four page newsletter that will be used in your state HR competition and sent out at the end of the month to all employees. Your goal for the next two weeks is to complete the first two pages of the newsletter and submit them for your teacher to review. Submit your two page draft for the Fall newsletter into Canvas.

15pts Evidence: Fall newsletter: Page 2-4: Submitted to Canvas as PDF

Task 5. Daily Attendance Report of September:

Assigned to _____

Generate an end of the month attendance report for September. In this report should be the attendance for the month of September and includes absent days and being late to work. Anything that is company or school related business should not be counted against an employee.

10pts Evidence: September Attendance Report

Task 6. Company Benefits Booklet:

Assigned to _____

Based on the benefits options you created for the company you are going to develop a professional benefits booklet. This will be an 8-page booklet that will guide employees through the company benefits options that include medical, dental, vision plans and IRA options. This is similar to the company Supplemental Materials packet that is given to the judges in the Business Plan Competition. You can find the template in the Task Matrix under Chief Officer SupMats Template. Download the template and begin developing the booklet. Complete the cover design, inside cover, table of contents, and back cover. This will be used for competition at the state conference in January.

15pts Evidence: Draft of Benefits Booklet : Submitted to Canvas as PDF