

Human Resources Department

Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. 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. Junior Company Mentorship:

Multiple times each week, check in with junior human resources department to see how they are doing with their workload and answer any questions they have concerning their 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 _____ September week 4

Task 2. 401K/IRA Presentation

Now that you have researched 401K and retirement plans. Create a presentation that will be shared with all employees that explains how a 401K and Individual Retirement Accounts (IRA) works and the advantages to starting one. You will be presenting this to staff in October.

15pts Evidence: Present completed: Submit a copy of the presentation to Canvas

_____ is assigned to this Task

Task 3. 401K/IRA Plan Signup Form

In addition create a form that employees can fill out to have money deducted from their and allow them to sign up for a 401K/IRA plan.

10pts Evidence: Voluntary 401K program sign-up form: Submit to Canvas as PDF

_____ is assigned to this Task