

## **MGT 201: Human Resources Business Project**

The purpose for this project is to apply what you have learned to business scenario. Think like an Human Resources (HR) Director. I suggest letting someone read your paper after you have completed. Some assumptions will be made. Do not over think.

### **DETAILS of ASSIGNMENT**

Assume you are the HR Director for a small business with 40 full time employees. You were hired after the business was established so you have limited information on how the 40 were hired. You were in the process of organizing personnel files for each employee when the CEO informed you that he will be hiring more employees. You are the only full time person in the HR office with one part time person who works 20 hours a week.

The business was established in January of 2019, and has one site with ample space for the additional employees. The CEO wants to hire **20 more employees (3 supervisors and 17 workers)** within the next **three (3) months**. The CEO has asked for a proposal from you on your plans to achieve this task.

1. You choose if this is a service or product based. Three supervisor positions, and the others will be employees. Remember to keep it simple.
2. Use the four headings in the below table for this assignment. Information in Chapter 1 - Table 1.1 Responsibilities of HR Department and Table 1.3 may be useful.
3. Do not exceed the number of pages allotted for each of the four headings. The total number of pages for the assignment is seven pages.
4. Include the time frame for the Hiring, Training, and Pay structure headings. Place in parenthesis next to the heading title.
5. Must have at least **three to four resources** for work cited page using MLA or APA format. Please make sure that you include dates and websites. Work Cited will be page number 7, the last page. The textbook is not a resource. Do not use Wikipedia or Blogs. Suggested sites include: Society for Human Resources Management (SHRM), Bloomberg Business Week, Forbes, Bureau of Labor Statistics, Office of Personnel Management (government), TTC Library databases
6. The last requirement/heading is the "Recommendations." This will be the last heading in your assignment. Copy and paste your Recommendation in the HR Business Project CEO Recommendation Discussion Topic by the advertised deadline.
7. **Submission:** This assignment will be submitted via the Assignment Folder in D2L/Brightspace
8. **Due Date:** No late submissions are accepted. Please ensure that you follow and complete as requested.
9. **Format for Paper:** This assignment **must be completed in MS Word**, using 12-point font, one-inch margins, double spaced, page numbers at bottom center except on first page. **No bullets, indented material, or direct quotes.**

On the first page begin at the top, center your first and last name, press enter (double spaced), on next line type course name and HR Project, next line type date. Double space and begin your assignment by typing the first heading "Hiring." Use one enter after the end of each heading. This means that the information will flow continuously. You **will not** have a title page.

10. **Writing Center:** I encourage students to utilize the Writing Center at the college if you need assistance.

Headings	Number of pages allotted	Things to Consider
1. Hiring (time frame) Length is one page and a half to two pages	Instructions above – double space after the date, Center "Hiring" press return and start typing information for "Hiring"	Advertising, Interview panel, review of application
2. Training (time frame) Length is one page and a half to two pages	After you complete "Hiring" press enter once and place the title "Training" centered. Press enter once and start typing the information for Training. Do not start the headings on a separate page unless it just ends up that way.	On the job, online training, peer training
3. Pay structure (time frame) Length is one page	After you complete "Training" press enter once and place the title "Pay Structure" centered. Press enter once and start typing the information for Pay Structure.	Education, experience, pay rate,
4. Recommendations 175 to 200 words (no more no less)	After Pay Structure information press enter and Center "Recommendation." Add the your information.  This will also be copied and pasted into the Discussion.	Recommendations to the CEO of what would be necessary before hiring additional employees in the future based on your business assumptions (service or product based business).
5. Work Cited	This is page number 7 and on a page by itself.	Three to four resources

See separate document for grading rubric.

Submit any questions to the HR Project discussion folder in D2L.