Research

Plan

Present

Evaluate

Implement

Report
Session Goals

- Quick review of Human Resources Department Tasks
- Organization & Time Management
- Company Culture
- Recruiting & Onboarding
- Training & Development
- Employee Benefits
- Employee Evaluations & Assessment
- Plan for Student Evaluation & Grading Policies
- Compliance & Other
Human Resources

• What is Human Resources?
• What activities will this department be responsible for?

• Document, document, document!
• Compliance
• Risk Management
Hands On: Resources in the VE Portal

Go to: portal.veinternational.org

Username: testfirm@veinternational.org

Password: Enterprise18
Hands On: Explore the VE Portal

- Curriculum Tasks
- Human Resources
  - Tasks
  - Reference Files
Organization & Time

Weekly Department Meetings

- Weekly Department Meetings

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- Idea: if departments “need” you outside their designated meeting slot, they have to pay a “consultation fee”!

Employee Database/Directory

- Consider confidentiality!
- Research:
  - What information should be kept on file?
  - How long should it be kept?
  - What access do employees have to their own files & records?
- Use as a checklist for grading/other
- (Task 2)
Organization & Time

**Attendance System**
- Utilize attendance system in Portal
  - Print daily report for facilitator
  - Use to track days off
- Interface with Accounting for Payroll

**Tracking Time Worked**
- Options for recording time worked:
  - Sign in (paper or electronic)
  - Time Clock
  - Web based time tracking apps (Quickbooks?!)
Organization & Time

Organization Chart

• Dependent on initial hiring process

• Did facilitator create the organization chart?
  • Possibly modify once year is underway

• Were employees hired for a department or for a particular job?
  • If by department, who decides how positions will be filled?
Sample Organizational Structures

Functional/Hierarchy

Chiefs
- VP
  - Mgr
    - Assoc

Divisional/Large firms

- Division 1
  - Sales
    - Acct

- Division 2
  - Sales
    - Acct

- Division 3
  - Sales
    - Acct

Matrix/Team-based

- Sales & Marketing
- Accounting & Finance
- Human Resources
- Etc.
Resources

• Society for Human Resource Management
  • Resources & tools for all things HR
  • [www.shrm.org]

• BLR—Business and Legal Resources
  • Compliance tools for HR professionals
  • [www.hr.blr.com]

• Business Management Daily
  • Business news, insight, and advice
  • [www.businessmanagementdaily.com]

• HR Help Board
  • HR resources
  • [www.hrhelpboard.com]

• Local HR professionals (mentors)
Communication within Organization

- Work-specific email address (vs. school email)
- Utilize Google Calendar (or similar) – share with ALL staff
  - Include deadlines, school events, PD days, etc.
  - Managed by HR
- Employees must “call in” / report absences to supervisor
  - Email or otherwise, copy to Facilitator
- Set up department Group Chats using Remind.com (or other)
  - Include Facilitator in each group
- Utilize an online tracker, such as Trello.com, to organize and track deadlines, projects, etc.
  - Idea: have students review Trello, and research alternative resources
Company Culture
The Google Influence

- Google’s Company Culture:
  - Create fun office challenges
  - Get moving
  - Celebrate special occasions
  - Make time for fun
  - Occasionally get out of the office

- Netflix Vacation Policy
  - “there is no policy or tracking”

- Incubator spaces, such as WeWork

- Steelcase – functional, flexible workspaces
Employee Manual & Company Forms

**Employee Manual**
- Include all policies and procedures in the Employee Manual
- Manuals should stand up in a court of law
- Updates should continue throughout the year

**Company Forms**
- Utilize company branding – work with Design/IT
- Forms should stand up in a court of law
- Crossover opportunities with other tasks & departments
Hands On: Explore Student Work

1. Go to: competitions.veinternational.org
2. Set up an account, register as a “Visitor”
3. Find the competitions below and select “Judge”

Review Competitions:
• Employee Manual
Company Forms

- Attendance Sheets (HR Task 1)
  - Spreadsheet to track PTO, sick days, etc.
- 401(k) forms
- Field Trip Permission Slips/Other
- Grading forms
- Employee Evaluation forms
- Purchases/Trades made
- Professional Development attendance forms
- Evaluation Task Sheets (HR Task 8)
- Meeting Schedules (Admin Task 7)
- Meeting Minutes (Admin Task 7/Reference Files)
- Presentation Schedules
- Calendars
- Business Plan Task Schedules
- Trade Show Task Schedules
- Annual Report Task Schedules
Company Forms

• Letters of:
  • Warning/Reprimand
  • Dismissal
  • Demotion
  • Transfer
  • Appreciation
  • Commendation

• (HR Task 9)
Conflict Resolution

• Process for reporting problems and resolving conflict at an early stage
  • Sexual harassment
  • Nondiscrimination
  • Reporting unethical behavior (Task 13)
  • Whistleblower
Recruiting & Onboarding
Welcome Presentation & Onboarding

• Create a PPT or video presentation about the firm for new hires (HR Task 4)
  • Can be used mid-year for semester adds
  • Utilize during orientation for 2+ year firms
  • Nifty idea: 1 Second Everyday or Insta-Mash etc.

• New-hire paperwork
  • Set an internal deadline for submissions

• Review & Acceptance of Employee Manual
  • Signed form stating they have received manual/training – include in HR file
Recruitment Strategies

• Develop an application for incoming employees

• Create a presentation or video to recruit new employees (Task 17)
  • Present to feeder classes during scheduling
  • Nifty idea: 1 Second Everyday or Insta-Mash etc.

• Host a Grand Opening, Open House or Year-End Celebration
  • Prospective students
  • Yearbook, student newspaper or bloggers
  • Parents, teachers, counselors
  • Local business people, Chamber of Commerce, business associations
  • Local media
Recruitment Strategies

Get prospective students involved

• Job Shadows
  • Employees invite other students to shadow them
  • Coordinate a sign-up with feeder class/other teachers
  • Could be set up as an “internal” field trip

• Tent/Trade Show Booth during lunches

• Host recruitment events in your “office” before school, during lunches, or after school or concurrent to high-traffic events (incoming freshmen, school open house, etc.)
Training Resources
Professional Development

• Suggested topics
  • Workplace Safety
  • Proper dress and behavior in the workplace
  • Using appropriate telephone and email communication techniques
  • Internet and email usage and policies
  • Employee Manual overview
  • Consider aligning topics with standards you must teach
Employee Benefits
Benefit Options

401(k) Plan
- Establish & implement a 401(k) plan
  - Find firms that offer 401(k) programs
  - Resources: 401(k) or investment advisors
- Idea: tie this to Stock Market Game

Group Benefits Administration
- Employee Insurance Benefits:
  - Medical
  - Dental
  - Vision
  - Disability
  - Life
Employee Evaluations & Assessment
Formal Evaluation Options

- Self-evaluations
- Manager evaluations
- Nuapps archived example
Weekly Activity Logs

- Employee Activity Log
- VP Activity Log
- Department Activity Wall
- Shared Google Doc
HR Coordinated Grading Activities

- Work portfolio
- Personal finance transactions
- Evaluations
- Attendance/participation

- Daily sign-in sheets
- Daily work logs
- Self evaluations
- Manager evaluations

Utilize student generated Employee Checklist to help YOU post grades!
Other Grading Ideas

- **Fall**
  - Interview Process Artifacts
  - Business Plan Contribution
  - Trade Show Prep &/or Involvement
  - Elevator Pitch
  - Sales Presentation
- **Weekly**
  - Weekly Logs
  - Weekly Articles
- **Monthly**
  - Portfolio assignments
  - Personal Finance
  - Reflections
  - PD
  - Newsletter Articles
- **Spring**
  - Department Manuals
  - Annual Reports
Compliance & Other
Other HR Activities

- Risk Management
  - Workplace Safety
  - Workers’ Compensation

- Compliance
  - ADA
  - EEOC

- Employee health & wellness
- Sustainability
- Performance improvement
- Corporate image
- Firm/Employee Newsletter
  - Employee news
- Employee of the Month
  - Or other employee recognitions
Year End Ideas

• Voluntary or involuntary separation
  • Layoff letters
  • Employee resignation letters
  • Continuation of benefits (COBRA)
  • Severance packages
  • Plans for remaining money in bank

• Employee Awards Ceremony
  • Student generated “awards” – include inexpensive personalized statues
Human Resources:
Key to Creating a Successful Workplace!
Thank you!

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