MGT 3720 Human Resource Management
Term II 2019
Group Project Assignment (Groups of 4)

<u>Small Business HR Design Introduction:</u>

Your task during this summer class is to generate an HR business plan for your small business.

This should include all aspects of HR from talent acquisition through the retirement phase in the work relationship.

The area's covered below are thoughts on what should encompass this project.

This will be the foundation of your future organization and worth a significant number of points for your final grade.

Area's to consider; Recruiting, Compensation and Benefits, Policies, Employee Relations, Training, Performance Reviews, Legal, Marketing Positions, Career Progression, Organizational Expansion, Budgets, Safety/Worker's Comp

Be thorough and creative, if this is your business, what do you need to know and understand?

Examples listed below

MGT 3720 Human Resource Summer 2019

Group #1
New Hire On-Boarding Process:

Scenario:
You are recently hired in as the new HR manager for Bombardier. After completing the new hire orientation process, you realize how disappointing the experience was and recognize area's that need to be improved in the process. The new hire orientation process is the first interaction an employee has with the organization upon being hired.

You and the HR team are now responsible for redesigning the on-boarding process.

As the new HR Manager, what information should we provide during new hire orientation?
What forms and information do they need?
What information does the government need?
What should they know about the organization?
If you were hired into an organization what you would you want to know?

Group #2
Compensation and Benefits/Perks:

Scenario:
As an HR Manager at Google, leadership has tasked you with the redesign of the compensation and benefits system for the organization. You have an unlimited budget to redesign compensation and add trendy benefits/perk to attract and retain talent. The goal is to be creative in designing the benefits/perks of the organization. Consider work/life balance, family leave, vacation, etc.

Select 2-3 positions in the tech industry and set a pay range for these positions; min-mid-max; will you lead or lag the market? Where do you find average pay for positions?

You have an unlimited budget as the new HR Manager, how can we design a compensation and benefits system that attracts the best talent?
What benefits and perks do people want?
How much should we pay? Where do we get pay information?
What about legal information?
If you were hired into an organization what information would you want regarding compensation and benefits?

Group #3
Job Analysis and Interview Process:

Scenario:
You are the HR Generalist working at Cameron Manufacturing in the manufacturing facility in Horseheads, NY. The HR Manager has tasked you with performing a job analysis for an Electrician position and develop a structured interview process, as the organization now needs to recruit talented electricians.

Think about benchmarking locally and nationally. Remember laws and regulations.

What information do we need to develop jobs and analyze positions?
How do we develop structured job interviews?
How do we remain consistent?
How do we train supervisors and managers?
What about interviewing legalities?
If this was your job what information would you want? If you were interviewing someone what would you need to know?

Group #4
Dispute Resolution Process:

Scenario:
You are the HR Manager at American Airlines. The HR leadership team has tasked you with developing a dispute resolution process for both a union and nonunion workforce. The leadership team would like to see multiple avenues to resolve disputes (mediation, fact-finding, investigations, ombudsman). Remember this process should work for both hourly and salaried employees.

When we develop these dispute channels, what other considerations should we focus on?

How do we develop a dispute resolution process for the organization?
Is it union, nonunion or both?
What options do we have for dispute resolution?
What are the risks and rewards?

Group #5
Training and Development Process:

Scenario:
You are the HR Director at Citibank, the leadership team has tasked with you developing a companywide ethics and corporate social responsibility training. The previous training that was developed was an online video training through the Learning Management System that received mediocre reviews. The leadership team is requesting a training that is more interactive with will impact all the learning styles (Auditory, Visual and Kinesthetic). The training requested will be 2-4 hours in length.

Develop an outline and process for training. (example slides are great)

How do we develop a companywide training and development process?
What tools do we need? Do we need a learning management system?
How do we evaluate the system?
Do we need leadership support?

Group #6
Recruiting and Talent Acquisition:

Scenario:
You are the Talent and Acquisition director and the Guthrie. The clinic has been experiencing unusually high turnover with entry level nurses. The VP of Nursing has asked you and your team to develop a new recruiting process for entry level nurses.

The goal is to recruit and retain talent. What steps do you need to take to ensure adequate and efficient recruiting?

How are we going to recruiting and retain talent?
Do we use applicant tracking systems?
How do we advertise openings?
What do we measure?
What tools do we need?
How do we evaluate the system?
Do we need leadership support?

Group #7
HR Metrics & Key Performance Indicators:

Scenario:
You are the VP of HR at Corning, Inc. The leadership team is requesting HR metrics that impact the organization. HR Metrics have never been used at Corning, Inc. before, but you have experience with implementing metrics in past employers. They are looking to you for guidance on what metrics are important (turnover, time to fill, employee relations, recruiting, workers' comp, FMLA, etc)

Be creative and show us what metrics you will be proposing to the leadership team and the importance of these metrics! Research is crucial.

What metrics are valuable for an organization related to HR?
What metrics do you recommend?
How will you report the metrics? Weekly, Monthly, Quarterly
How will you obtain the data?
What do we measure?
What tools do we need?
How do we evaluate the system?
Do we need leadership support?

Group #8
Organizational Communication:

Scenario:
You are the HR Manager at a manufacturing facility for McWane Incorporated. The plant manager has asked you and the HR team to develop a communication process for the manufacturing facility. Employees have complained about lack of transparency and communication issues in the past.

What vehicles of communication will you use and why?

What tools can we use to communicate with the workforce?
What process will use to communicate?
How do we measure communication success?
How many communication avenues should we use?
What tools do we need?
How do we evaluate the system?
Do we need leadership support?

Group #9
HR & Business Strategy, Technology:

Scenario:
You are the Director of HRIS for Frito-Lay. The organization is trying to understand the importance of HR and Strategy. You have been asked to define why HR is important to business strategy. Along with strategy, they have asked you to propose a new HRIS solution for the corporation. What will you recommend and how will it impact the organization.

Data and facts are important.

What is HR & Business Strategy?
How do you develop HR & Business Strategy?
Why is it important to an organization?
What is the risk of not having strategic HR?
What tools do we need?
Do we need leadership support?

Group #10
Diversity and Inclusion:

Scenario:
You are the diversity and inclusion manager for BMW. This is a newly created position, you can shape and drive change in the organization, in this role. The leadership team as asked you to develop a diversity and inclusion strategy for the entire organization. They are looking for recommendations on a path-forward. The budget is unlimited.

Remember the different aspects of diversity and research. (GE, Corning Inc., Google, etc.)

What initiatives, groups and training will you propose?

What is diversity and inclusion?
What initiatives does your organization use for diversity and inclusion?
Why is it important?
What are the benefits?
What are the risks of not having diversity and inclusion?
What do we measure?
What tools do we need?
How do we evaluate the system?
Do we need leadership support?