**Assignment #2**

**BUSI 3313 HRM, Assignment Description and Instructions (20%)**

From the Course Outline: With this assignment you will develop a selection strategy and simulate ongoing management for the job you posted as part of assignment #1. The two assignments build on each other. You will simulate the steps typically taken to hire, on board, and performance manage an employee including developing an interview guide, a candidate rating system, an offer letter, and a performance plan.

Assignment Instructions:

1. Review Chapters 6-10, especially Chapters 6,7,8), the Nova Scotia Works HR Toolkit (see Moodle).
   1. 2) Using the job and the organization you selected for the first assignment develop:

a. A Structured Interview Guide (use this link as a reference)

b. A Candidate Rating Tool (use this link as a reference)

c. An Offer Letter (use this link as a reference)

d. A Performance Plan (use this link and this link as a reference)

* 1. 3) The Interview Guide is for a structured 45-minute interview and should include:
  2. a. A Greeting: Write a paragraph to welcome the candidate, build rapport, and describe the interview process.
  3. b. Interview Questions: Develop at least 6 interview questions that are relevant to the job. At least two questions should be situational type and at least two should be behavioural type questions. At least four questions should cover technical job requirements and at least two questions should cover any other job requirements. At least one question should invite the candidate to ask any questions they might have. The number of questions is a minimum. Develop as many questions as you think are appropriate. There is a template available at this link. Use it as a guide. Develop your own questions. Don’t cut and paste the entire template content.
  4. c. A Closing: Write a paragraph or two to close the interview, thank the candidate, and indicate when/ how they should expect to hear from you about next steps.
  5. 4) The Candidate Rating Tool is used to evaluate candidates and make your selection. Create a rating for each interview question answer AND rate anything else you think is relevant to selection. There is a template available at the above link. Use it as a resource. Develop your own rating tool. Don’t cut and paste the entire template content.
  6. 5) The Offer Letter should include all the information in the template available at the above link. Make up the information to populate the template. You may cut and paste at will for this element of the assignment. Use your imagination and have fun.
  7. 6) The Performance Plan should use a Behaviourally Anchored Rating Scale (BARS). You should have at least 5 criteria (e.g. “Adaptability”). Use a 3-point performance rating scale (e.g. “Does not Meet”/ “Meets”/ “Exceeds”). For each criterion and rating describe what is expected. You are creating a (minimum) 5 x 3 matrix. In each cell there should be text describing the behaviours which will earn that specific rating for that specific criterion. We developed one of these for a teacher in class. Review that example. Note: The performance criteria and the interview rating criteria may be similar.

You are only required to produce the matrix for the performance plan. There would probably be more content in a full performance plan but that’s beyond this course.

7) Your assignment deliverable is a 5-page (minimum) report which includes: an Introduction and description of how you approached the two integrated assignment (the steps above paraphrased with reference to both assignment deliverables); the Interview Guide; the Candidate Rating Tool; the Offer Letter; the Performance Plan; and a brief Conclusion which lists the deliverables from both assignments. You may choose to include the first assignment content as an appendix. This would make for a more professional deliverable and would make it more suitable for use as an integrated work sample in a portfolio.

Grading will be based on the depth and breadth of your work, broadly outlined as follows:

− Introduction and Approach (0-2 points)

− Interview Guide (0-4 points)

− Candidate Rating Tool (0-4 points)

− Offer Letter (0-2 points)

− Performance Plan (0-4 points)

− Summary and Conclusion (0-2 points)

− Overall professionalism, readability, and quality of report writing (0-2 points)

Use your imagination as required, especially for the offer letter. Exploring the approach and format for this element is more important than the specific content.

Include citations as appropriate but don’t cut and paste content. Use your own ideas and language. The content should be specific to the job you chose for the first assignment. We will discuss this further in class.