**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.

**ASSIGNMENT 1**

**Job Description**

**Job Title:** Preschool Teacher **Job Code:**PS-001

**Date:** October 23, 2019 **Author:**

**Job Location:** Asian Branch - Philippines **Job Grade:**SG-19

**Report To:**Country Manager **Status:**Probationary

**Job Summary:**Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification or equivalently a Licensed Professional Teacher.

**Responsibilities:**

* Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
* Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
* Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Establish and enforce rules for behavior, and procedures for maintaining order.
* Read books to entire classes or to small groups.
* Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Observe and evaluate children's performance, behavior, social development, and physical health.
* Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
* Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
* Enforce all administration policies and rules governing students.
* Prepare materials and classrooms for class activities.
* Teach proper eating habits and personal hygiene.
* Serve meals and snacks in accordance with nutritional guidelines.
* Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
* Adapt teaching methods and instructional materials to meet students' varying needs and interests.
* Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
* Demonstrate activities to children.
* Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
* Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
* Prepare reports on students and activities as required by administration.
* Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
* Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
* Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
* Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
* Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
* Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
* Attend staff meetings, and serve on committees as required.
* Meet with other professionals to discuss individual students' needs and progress.
* Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
* Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
* Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
* Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
* Administer tests to help determine children's developmental levels, needs, and potential.
* Prepare and implement remedial programs for students requiring extra help.

**Working Condition:**

* The teacher will be working 8 hours/day with 1 hour lunch break, 5 days/week or equivalent to 40 hour/week.

**The above information is correct as approved by:**

**(Signed)**

**Mr. Juan dela Cruz**

**Human Resource Director**