

## **HR Department's Contribution to an Organization (Professional Report)**

### **Due Date—check course activity sheet**

This assignment provides you with the opportunity to integrate various concepts you have learned in this course and apply them in a practical setting. This report describes the current role of the Human Resource Department (or equivalent) in an organization and ways in which its contribution to the firm can be enhanced. Among other things, the report should focus on;

1. The organization of the HR function within the firm (its level, status of the head of the department, number of person's employed in the department, the division of labor within the department, etc.) Where does the HR function fit into the remaining parts of the organization. Are any parts of the RR function outsourced?

2. What is the basic mission of the firm and how do the strategies and activities of the HR department support this mission? This section requires more analysis than #1 above.

3. Describe how the HR department carries out the following HR functions;

- Planning
- Recruiting
- Selection and placement
- Orientation
- Training
- Development
- Performance management and appraisal
- Compensation management (including benefits management)  
(Industrial Relations if a union structure is part of the organization's environment.)

4. Comment on any improvements that you think could be made to the above functions within the firm.

### **Guidelines**

This assignment will require that you visit the company and interview a member of the human resource department. It may require repeat visits depending on your depth of inquiry.

### **Deliverables**

The final output of your analysis will be a 7-page report plus executive summary and table of contents (word-processed, double-spaced, 12 point font, one inch margins). You will be graded on the contents of the report as well as its presentation and professionalism. It is meant to resemble a formal business report and therefore should contain the following;

- Title page
- Table of contents
- Executive summary
- Titles and subtitles

It will help if you also refer to the grading sheet that I will provide you for this project.

The report should be clear, precise, and reflect your insight through the application of your knowledge of the human resource function within an organization.