



HUMAN RESOURCES EMPLOYEE HANDBOOK END-OF-COURSE PROJECT GRADING RUBRIC

Student: _____

PROJECT DESCRIPTION:

A Human Resources Employee Handbook clearly defines policies and procedures as indicated in FSM270 Human Resources course curriculum. At the minimum, this manual should reflect the company's policy on recruiting and selecting (Chapter 2), orientation and training (Chapter 3); managing change and conducting performance reviews (Chapter 5); professional development strategies (Chapter 7); and employee benefits (Chapter 9. Include in your handbook policy and procedures for employee discipline. Use the template found on chapter 10.

Components and Explanation	Score (Circle One)	Total
Basic Components: 10 points / 2 points each <ul style="list-style-type: none"> The title page contains the company logo, contact information, and website address. A table of contents and page numbers are present. The manual is presented in an organized manner. The manual includes a welcome letter to employees from the CEO. The manual is properly bound. 	1 2 3 4 5 6 7 8 9 10	
Employee Hiring and Evaluation Policies--30 points/5 points each <ul style="list-style-type: none"> Procedures for recruiting and selecting are well described. New hire orientation and training programs are covered in detail. Employee performance review is clearly explained and detailed. 	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	

<ul style="list-style-type: none"> ● Process for recognizing and reprimanding employees is identified. ● Professional development strategies for employees are described. ● Employee benefits are clearly defined. 	23 24 25 26 27 28 29 30	
Grammar and Punctuation--9 points/3 points each <ul style="list-style-type: none"> ● There are no grammatical or punctuation errors. ● There are no spelling errors. ● Utilizes proper business language. 	1 2 3 4 5 6 7 8 9	
Submitted using e-portfolio 11 points	11	

TOTAL SCORE: _____/50 PTS

INSTRUCTOR'S COMMENTS