

# Team Project

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*Human Resource Management  
MGMT 440*

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## Overview of the Team Project

**Purpose:** The Team Project allows students to demonstrate the degree to which they can collaborate effectively on a team to design appropriate HRM policies, processes, and decisions.

**Teams:** Teams consist of 5 or 6 students each.

**Due Date:** Refer to the class schedule on the syllabus.

**Deliverables:** Each team should submit their Team Project as a paper-based document (i.e., do not submit a file). Use standard 8½ × 11-inch paper. The document should be bound in a way that it will lay flat when opened; I suggest making it “comb-bound” (which can be done by the Morris Hall Copy Shop for \$1) or something similar.

**Points:** The Team Project is worth a total of 140 points. The 140 points are divided into two parts: INSTRUCTOR’S SCORE and CONTRIBUTION SCORE.

- **INSTRUCTOR’S SCORE = 120:** I will evaluate the quality of your Team Project in terms of 8 project elements. Each project element is worth 15 points:

Elements	Below	Meets	Exceeds
1) Job Description	+9	+12	+15
2) Hiring Plan	+9	+12	+15
3) Performance Appraisal Plan	+9	+12	+15
4) Training Plan	+9	+12	+15
5) Compensation Plan	+9	+12	+15
6) Ethics & Law Issues	+9	+12	+15
7) Integration of Elements	+9	+12	+15
8) Style & Writing	+9	+12	+15

- **CONTRIBUTION SCORE = 20:** Each team will be allocated 20 points per team member. The team then allocates points to each team member to reflect each team member’s contribution (both quality and quantity) to the team project.
  - Minimum allowed allocation = 15 points
  - If all make equal contributions = 20 points each
  - Maximum allowed allocation = 140 – INSTRUCTOR’S SCORE

**Select a Job Title:** Each team should select a Job Title to use in the team project. Your team should pick a Job Title that is either (1) an entry-level job for which college graduates with an undergraduate degree would be qualified or (2) a job that would be supervised by an entry-level job for college graduates. For example, if a team wants to select a job in retailing, then the team might pick either a job title like “Assistant Store Manager” (an entry-level job for a new college graduate) or a job title like “Retail Salesperson” (a job that is supervised by an Assistant Store Manager). For another example, if a team wants to select a job in human resource management, the team might pick either a job title like “Human Resource Generalist” (an entry-level job for a new college graduate) or a job title like “Human Resource Assistant” (a job that is supervised by a Human Resource Generalist). Each team will use their selected Job Title throughout the team project. *I can provide advice to a team to help them select a good Job Title to use for the team project.*

## The Team Project Report

Each team will complete a report that is based on the team’s selected Job Title.

Throughout the report, a team should document all resources used in the report. For example, if a particular website is used, then the report should identify the website and describe how it was used.

### Cover Page

The cover page of the report should clearly identify the Job Title being used as well as the names and MSU Tech ID Numbers of the team members.

The report will have 8 project elements that I evaluate. Your report should have 6 sections: The first 6 project elements should be in separate sections of your team’s report.

### Element 1: Job Description

Your team should write a job description in the proper format for the Job Title that’s been selected by your team. In addition to the job description, the team should include a description of how the job description was prepared. For example, if a team uses O\*NET to write the task statements, then the team should explain what job title was found in O\*NET and how the task statements in O\*NET were used (e.g., were the task statements copied directly (unedited), or were the task statements from O\*NET edited in some way).

### Element 2: Hiring Plan

Your team should write a hiring plan. The hiring plan should include:

**Recruiting Plan:** In general, your team should discuss how you would recruit a pool of well-qualified applicants for the Job Title. What is the relevant labor market for the Job Title? What specific recruiting methods would you use?

**Selection Plan:** In general, your team should discuss how you would decide who to hire from the pool of applicants. What selection methods would you use? How would you implement each selection method? For example, if one of your selection methods is to screen résumés, then you should describe what you

would be looking for on the applicants' résumés. As another example, if one of your selection methods is to interview the applicants, then you should describe the questions you would want to ask in the interviews and how you would evaluate the applicants' answers.

### **Element 3: Performance Appraisal Plan**

In general, your team should describe how the job performance of an employee performing the Job Title would be evaluated. What aspects of job performance should be included in the performance appraisal for the Job Title? How should each aspect of job performance be measured?

### **Element 4: Training Plan**

In general, your team should describe the training requirements for a newly-hired employee who will perform the Job Title. What are the training needs for the Job Title? How should the training be structured and delivered?

### **Element 5: Compensation Plan**

In general, your team should describe the compensation package for the Job Title. What should entry-level pay be for the Job Title? What should be included in the benefits package? Don't forget to document all resources used. For example, if a team uses the Bureau of Labor Statistics National Compensation Survey website to implement a Point System to determine the Job Title's pay, then the report should describe how the website was used (including a description of the job evaluation the team completed using the website).

### **Element 6: Ethics & Law Issues**

In general, your team should evaluate your recommendations in terms both of the law and of ethics. What are the issues involving laws and regulations? What are the ethical issues? How do your recommendations in your report ensure compliance with the law and with ethics? How might an employee performing the Job Title engage in unethical behavior? How do your recommendations motivate the employee to behave ethically?

### **Element 7: Integration of Elements**

This element is not a separate section of your team's report. Instead, I will evaluate the extent to which the previous 6 project elements fit together as a whole. For example, if your report's Job Description (Element #1) says that having an undergraduate degree with a major in human resource management is an essential qualification for the Job Title, then I would expect that your report's Hiring Plan (Element #2) would describe how you plan to recruit and hire a college graduate who majored in human resource management.

### **Element 8: Style & Writing**

This element is not a separate section of your team's report. Instead, I will evaluate the style and writing in your team's report. I expect professional-level work that you would be proud to show a potential employer in your job interview as a sample of your work.