

Assignment Instructions and Grading Rubric

Course: NS313 Unit: 8

Executive Summary

Course Outcomes addressed in this activity:

NS313-5: Develop a comprehensive approach to human resource management based on principles of recruitment, hiring, retention and labor policies.

GEL-1.02: Demonstrate college-level communication through the composition of original materials in Standard English.

Instructions

You are the foodservice director for an organization that has several individual foodservice operations. You have a staff of over 50 people; including managers, wait staff, and cooks. As part of an annual review, the board of directors has requested an overview of your human resource management policies.

You take this as an opportunity to review and update your policies according to the sound principles described in chapter 15 of the course textbook. Consider the policies you would like to have in place regarding recruitment, hiring, retention, discipline and dismissals. Prepare an executive summary that summarizes your practices for each of these areas. The summary should include an explanation of best practices and a clear example for each area.

The executive summary should be written in APA style and have a minimum of 750 words. Use headings to clearly identify each policy area. Support your policies with a minimum of three credible references, preferably from peer-reviewed management sources or government regulation.

This assignment must follow APA formatting and citation guidelines, including a title page and reference page. The essay should be double-spaced and use Times New Roman font, size 12. The assignment should include a highly developed viewpoint and all references should come from credible sources. Make sure your assignment is free of grammar and spelling errors and has no evidence of plagiarism.

Submitting Your Work

Please submit your work in a Microsoft Word document. Save it in a location and with the proper naming convention: username-CourseName-section-Unit 8_Assignment.doc (username is your University username, and section is your course section). When you are ready to submit it, go to the Dropbox and complete the steps below:

1. Click the link that says "Submit an Assignment."
2. In the "Submit to Basket" menu, select Unit 8: Assignment.
3. In the "Comments" field, make sure to add at least the title of your paper.
4. Click the "Add Attachments" button.
5. Follow the steps listed to attach your Word document.

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To view your graded work, come back to the Dropbox or go to the Gradebook after your instructor has evaluated it. Make sure that you save a copy of your submitted assignment.