**HRM410 Course Draft and Final Version Template**

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| --- | --- |
| **Student Name:** | Type your name here |

**Instructions**:

* Use this template for the Week 4 Draft of your project (your Handbook must have parts 1 -4 completed for full-points consideration—this will likely be 3 to 4 full pages) and 100% complete for the Week 8 final version.
* Remember, this is a Staffing Handbook, not an Employee Handbook
* Remember that **no more than 20% of the Handbook can be from borrowed material- both draft and final version** (so plan accordingly on any borrowed material used). The majority of the Handbook **must** be original—meaning written by the student. **ALL** sources used (textbook, Internet, etc.) **must** be cited via proper **APA citations** (***both*** in-text with quotation marks and a References section). This includes any forms or samples in the Handbook. Everything in the Handbook will count towards the “no more than 20% borrowed” requirement, including any forms and/or samples. It is advisable if you create these yourself, if applicable. However, if you utilize (and cite) a form/sample from another source note that *images* of forms/samples are **NOT** permitted. They must be text-based so they are readable by Turnitin.
* See the Course Project tab for lengthier descriptions of each section. The specifics of the requirements of each section are **NOT** included here.
* Text font can be no larger than 12.
* You do **not** need to include a table of contents, but can if you wish.
* Be sure to insert your fictitious company name, where needed, in the Handbook below.
* Your Handbook must be **full** 12-15 pages (not including this page, the cover page, table of contents, or any reference page), double-spaced. You may single-space any forms or samples you create.
* Note that the spacing placed between sections is for illustration purposes only. Some sections you write may be longer than others. However, remember the final page count of text required (12-15 full pages).
* Save this document with the following title for the Draft/Week 4: LASTNAME\_HRM410\_Draft\_CourseProject.doc (or .docx)
* Save your finalized Course Project/Week 8 with the following title:

 LASTNAME\_HRM410\_Final\_ CourseProject.doc (or .docx)

Proceed to the next page to begin creating your Handbook.

**STAFFING HANDBOOK**

**COMPANY NAME HERE**

|  |  |
| --- | --- |
| **Handbook Date:** | Month/Year |

**COMPANY BACKGROUND**

**OUR DEFINITION OF STRATEGIC STAFFING**

**JOB ANALYSIS**

**LEGAL ASPECTS OF STAFFING**

*Your handbook must be completed to this point for the draft due in Week 4 and should be approximately 3 to 4 full pages.*

**RECRUITING**

**Sample Posting**

**SELECTION**

**Interview Process**

**Interview questions (at least 8) which are legal, non-generic, and specific to the position**

**Pre-employment Tests and Assessments**

**PERFORMANCE MANAGEMENT**

**RETENTION**

**CLOSING SUMMARY**

**References**

**Instructions:**

* List any sources (in APA format) you used in your Handbook for material you did not write, including material from the textbook, the Internet, or any other source.
* **As a reminder, no more than 20% of the content above in your Handbook can be borrowed. The rest must be written by you.**
* Any References listed below MUST also be cited within the text above (within your Handbook) with quotation marks and the source noted and vice versa. (In other words, you must have any sources noted in your Handbook included here and any sources noted here must be cited in-text in the Handbook as well.)
* Remove these instructions from this section after you have completed your References list.