

Students, please view the "Submit a Clickable Rubric Assignment" in the Student Center.  
Instructors, training on how to grade is within the Instructor Center.

## Assignment 1: HR Management

Due Week 2 and worth 125 points

Imagine you are the HR manager at a company, and an employee came to you upset because she felt a male co-worker had sexually harassed her by repeatedly asking her out on dates even after she said "no." What would you do?

Write a one (1) page paper in which you:

1. Formulate the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.
2. Summarize the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.
3. Format your assignment according to the following formatting requirements:
  - a. Typed, double spaced, using Times New Roman font (size 12), with one-inch margins on all sides.
  - b. Include a cover page containing the title of the assignment, your name, your professor's name, the course title, and the date. The cover page is not included in the required page length.

The specific course learning outcomes associated with this assignment are:

- Explain the human resource management process, its role in supporting the overall organizational strategies, and the various functions involved in human resource management.
- Explain the key provisions of major government legislation affecting human resource management, including equal employment opportunity, affirmative action, health and safety, and labor relations.
- Use technology and information resources to research issues in human resource management.
- Write clearly and concisely about human resource management using proper writing mechanics.

Click [here](#) to view the grading rubric for this assignment.

Grading for this assignment will be based on answer quality, logic / organization of the paper, and language and writing skills, using the following rubric.

Points: 125		Assignment 1: HR Management			
Criteria	Unacceptable	Meets Minimum Expectations	Fair	Proficient	Exemplary
	Below 60% F	60-69% D	70-79% C	80-89% B	90-100% A
1. Formulate the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.  Weight: 45%	Did not submit or incompletely formulated the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.	Insufficiently formulated the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.	Partially formulated the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.	Satisfactorily formulated the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.	Thoroughly formulated the conversation you would have with the employee, based the concepts found in Chapter 2 in your textbook.
2. Summarize the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook. Weight: 45%	Did not submit or incompletely summarized the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.	Insufficiently summarized the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.	Partially summarized the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.	Satisfactorily summarized the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.	Thoroughly summarized the conversation you would have with the employee's male co-worker, based on the concepts found in Chapter 2 of your textbook.
3. Clarity, writing mechanics, and formatting requirements  Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present