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|  | ***Grade Level Achieved***  Human Resources  Group Assignment | | | | |
| **Project Requirements** | **0** | **1-2** | **3-4** | **5-6** | **7** |
| **Application Pack** | | | | | |
| **Application Form and Job Advert** | The group **does not reach** a standard described by any of the descriptors | The group has made ***some effort*** to create an application form and job advert; however they may be ***insufficient or inappropriate.*** | The group has created a ***reasonable*** application form and job advert with ***some*** relevance to the business. | The group has created a relevant and appropriate application form and job advert. They are ***well designed.*** | The group has created a ***professional***, ***relevant*** application form and job advert that ***could be implemented*** by a real business. |
| **Interview Checklist** |  | The group has made ***some effort*** to create an interview checklist; however questions may be ***insufficient or inappropriate.*** | The group has created a ***reasonable*** interview checklist with ***some*** relevance to the business. | The group has created an ***appropriate*** interview checklist that is ***relevant*** to the business. | The group has created a ***relevant*** interview checklist with an excellent range of questions. These questions ***could be used*** by a real business. |
| **New Staff Guide** | | | | | |
| **Introduction to the Business** |  | The group has made ***some effort*** to include an introduction to the business; however it may be ***insufficient or unclear.*** | The group has gathered ***some*** relevant information about the business, however it is generally copied. | The group has gathered relevant information about the business that will be of interest and of some benefit to a new employee. | The group has gathered relevant information about the business that will be of interest and great benefit to a new employee. |
| **Job Description and Job Specification** |  | The group has made ***some effort*** to create a job description/ specification; however these may be ***insufficient in detail or inappropriate.*** | The group has created a ***reasonable*** job description/specification with ***some*** relevance to the business. | The group has created ***clear, detailed and relevant*** job description/specification. | The group has created a ***professional***, ***relevant*** job description/specification that ***could be implemented*** by a real business. |
| **Training** |  | The group has made ***some effort*** to create a training program; however this may be ***insufficient in detail or inappropriate.*** | The group has created a ***reasonable*** training program with ***some*** detail and relevance to the business/position. | The group has created an ***appropriate, detailed*** training program using appropriate terminology (i.e. induction, on-the-job, off-the-job). The training is ***relevant*** to the business/position. | The group has created an ***excellent*** training program with ***clear details***, making ***excellent*** use of appropriate terminology (i.e. induction, on-the-job, off-the-job). The training is ***very*** ***relevant*** to the business/position. |
| **Overall- Booklet** |  |  |  |  |  |
| **Appearance/Professional nature**  **(consistent font, well-written, etc)** |  | The group has made ***some effort*** to create an Application Pack and New Staff Guide; however it appears ***unprofessional and/or disorganized.*** | The group has created a reasonable Application Pack and New Staff Guide that is ***somewhat*** organized and professional in appearance. | The group has created an Application Pack and New Staff Guide that is ***organized*** and ***professional*** in appearance. | The group has created an Application Pack and New Staff Guide that is ***very*** organized and **very** professional in appearance. |
| **Presentation** |  |  |  |  |  |
| **Overall- Group** |  | This group demonstrates a **limited** ability to communicate business concepts. Presentation is ***unprofessional*** and ***disorganized***. | This group demonstrates ***some*** ability to communicate business concepts. Presentation is ***somewhat*** unprofessional and disorganized. | This group demonstrates an ***ability*** to communicate business concepts. Presentation is ***professional*** and ***organized***. | This group demonstrates a ***strong*** ability to communicate business concepts. Presentation is ***very*** professional and organized. |
| **Communication Methods** |  | This group demonstrates a **limited** ability to apply communication methods to this organisation. | This group demonstrates ***some*** ability to apply communication methods to this organisation. | This group demonstrates an ***ability*** to apply communication methods to this organisation. | This group demonstrates a ***strong*** ability to apply communication methods to this organization |
| **Leadership Styles** |  | This group demonstrates a **limited** ability to apply leadership styles to this organization | This group demonstrates **some** ability to apply leadership styles to this organization | This group demonstrates an **ability** to apply leadership styles to this organization | This group demonstrates a **strong** ability to apply communication methods to this organisation |