

Hallmark Assessment Task for ELFH 411

Name

HR Job Analysis and Performance Management Project

Objective

To gain skill practice in conducting a job analysis using a job analysis interview and tasks analysis format. To gain skill practice in applying job analysis findings and scholarly research on best practices in performance management to design a performance management process for the job.

Description

Students will complete an analysis of a job that is not their own. The job analysis project will include a job analysis interview performed with at least one job incumbent, and research about the job tasks and required knowledge, skills, and abilities (KSAs) from outside sources. Students will research at least one scholarly/ peer-reviewed journal article on best practices in performance management, and use this research along with their job analysis findings and textbook material to design a performance management process for the job analyzed. Students will summarize their project in a written report., and present a brief summary of their findings and recommendations to the class.

Product

The Job Analysis and Performance Management Project Report should be a Word document of 1000 - 2400 words, excluding title page, reference page, and appendices. The main body of the report will include the following sections: introduction and method, job description, job specifications, recommendations for performance management, conclusion. The report will also contain a title page, reference section, and appendix containing the job analysis interview notes.

Students will submit this report to SafeAssign under "Assignments" in the Blackboard classroom, and also submit the report to Foliotek as the Hallmark Assessment for the course. Students will also present a summary of their findings and recommendations from the project to the class, in Discussion Board.

**Grading Rubric for ELFH 411: HR Job Analysis and Performance Management
Project Report/ HAT Project (30%)**

	Exceeds Expectations	Meets Expectations	Needs Improvement
	“A” Grade Range	“B” Grade Range	≤“C” Grade Range
Introduction and Explanation of Research and Job Analysis Methods Used WL 2, 5, 6, 20 10%	The report begins with an introduction, including an explanation of the purpose of the report and how the report is organized. The job that serves as the focus for the report is named, and an explanation of how the data were collected is provided. Rationale for the data collection methods is provided, including advantages and disadvantages of method used, and recognition of confidentiality and business issues.	The report begins with an introduction explaining the purpose of the report and how the report is organized, and the job on which the report focuses. The method for conducting a job analysis and subsequent research used to make performance management recommendations is explained, but rationale could be expanded.	Introduction and method lack specificity and depth in description and explanation.
Job Description Outcomes WL 2, 5, 20 10 %	Job description, including job responsibilities/duties, tasks, products and customers are presented in summary format, including a tabular or bulleted format for the tasks and duties. The job analysis interview notes, with more detailed information, is provided in an appendix at the end of the report.	Job description outcomes are presented, but the presentation of data could be clearer.	Job description outcomes are not well-presented, making it difficult to understand the basis for the subsequent analyses and recommendations pertaining to performance management.

Job Specifications WL 2, 5, 20 10 %	Knowledge, skill, and abilities (KSAs) needed to do the tasks are summarized and described in simple language, and not the language of ONet or other sources. Examples of tasks relating to each KSA are presented.	Knowledge, skills, and abilities are described, but depth and/or breadth is lacking. Examples are used but there is room for improvement in this area.	Description of the KSAs lacks depth and breadth. Examples are not well-used. Relevance to performance management is not clear.
Recommended Performance Management Process and Format 50% WL 2, 5, 6, 13, 20	Recommendations for performance management are clearly and logically derived from the job analysis data, as well as scholarly research on best practices in performance management. Scholarly research on performance management is cited. The concept of validity is discussed in relation to one or more specific recommendations. Specific examples of the recommended performance appraisal form are provided. Specific steps in the recommended performance management process are clearly described, along with the rationale for each of the recommendations.	Recommendations for performance management processes and format are provided, but the link to job analysis information, and/or scholarly research on performance management best practices, is unclear.	The recommended performance management process and format is not derived from the job analysis and/or research on best practices in performance management.

Communication 20%	Written, oral, technology, interpersonal communication demonstrates high quality thinking, detail in organization and implementation. No or few mistakes in grammar, punctuation, word usage, sentence structure. Applies APA in headings, citations, references. <u>Avoids plagiarism:</u> Clearly references all phrases and sentences that are not the student's own writing, and that are taken from another source. Writes tasks and KSAs in simple language using own words. Does not use ONet language in writing the KSAs. Tasks are written in verb, object, how, why format, while KSAs are written to specifically refer to tasks.	Written, oral, technology, interpersonal communication demonstrates moderate quality thinking. Five to 20 mistakes of organization, implementation, grammar, punctuation, word usage, sentence structure, and APA style in headings, citations, references.	Written, oral, technology, interpersonal communication demonstrates lower quality thinking. More than 20 mistakes of organization, implementation, grammar, punctuation, word usage, sentence structure, and APA style in headings, citations, references. Words not the students' own are not cited, or are cited incorrectly. Headings are not used to organize the report.
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