

MGT2HRM Assessment Task 3 – Individual Assessment Topic

The following information is provided as a guide to how you should do Assessment Task 3: Individual Assessment on Policy Design.

The aim of this assignment is to develop an HRM policy that can be used in the workplace.

You can choose an organisation in which you are currently working, or were previously employed, or aspire to work.

Develop an HRM policy on ONE of the following topics for your chosen organisation:

- Recruitment and selection
- Performance management

1. Use the following assignment structure:

PART 1 – Policy Analysis

PART 2 – Policy Development

In PART 2, the following structure should be followed.

< Title of your chosen policy>

1. Overview
2. Scope
3. Policy Statement
4. Contextual Factors
5. Process (1-page diagram or flowchart)
6. Other related policies
7. Accountabilities and Contacts
8. Evaluation Measures

References

Appendices (if required)

If you need more information on the structure of your assignment or develop your writing skills, there are many different resources available to help you. You can use the LTU services available by searching on the La Trobe website, ask the Library and search online. Alternatively, you can just ask your workshop leader for advice.

2. What are the expectations?

You need to conduct a brief policy analysis, which will underpin your policy. You are expected to research widely to identify examples of relevant policies and journal articles. You need to use **a minimum of ten** academic, peer-reviewed journal articles to support your policy. All reference material must be appropriately cited in the text of your PART 1 Policy Analysis.

If you choose to base your policy on a pre-existing one, you need to identify and reference this policy.

Note that Wikipedia and similar websites are NOT acceptable sources for this assignment. Only scientific studies (reported in academic journal articles), official websites of established organisations, commentaries by eminent academics or Government Reports should be used.

Follow the referencing style guidelines for the Academy of Management Journal.

It is essential that your assignment is written in a neat, professional, and engaging manner. Convey your ideas clearly and concisely and use appropriate transitions between the different sections of the assignment. Finally, and importantly, please be sure to check your assignment for spelling, grammar and punctuation before submission.