Staffing Project

# Who is going to work in our store? Hiring and Managing Employees…

### Task:

### Use word processing software to create a professional business report for School Store CEO, upload finished document on the ilearn moodle site – <http://ilearn.jessamine.kyschools.us>

1. Create a staffing plan \_\_\_\_\_80pts
   1. Use marketing research information to determine high traffic times \_\_\_\_\_10pts
   2. Determine how many employees will work each block, lunch, pass times \_\_\_\_\_10pts
   3. Consider the qualities of our employees and make decisions based on how to schedule \_\_\_\_\_10pts
   4. Make sure to consider common problems associated with staffing(under, over) \_\_\_\_\_10pts
   5. Use tables and charts to communicate your ideas \_\_\_\_\_10pts
   6. Back up/rationale for your plan and details for your suggestions \_\_\_\_\_10pts
2. Create a sample schedule for managers and employees \_\_\_\_\_20pts
   1. Use your staffing plan to create a creative and informative weekly staff schedule \_\_\_\_\_10pts
   2. Use a table in Word, use shading and formatting to display your sample schedule \_\_\_\_\_10pts
3. Create a payroll budget \_\_\_\_\_40pts
   1. Use excel to create a payroll budget for your staffing plan \_\_\_\_\_10pts
   2. Use formulas! \_\_\_\_\_10pts
   3. Calculate wages and take home pay \_\_\_\_\_10pts
   4. Embed excel spreadsheet into your word doc \_\_\_\_\_10pts
4. Create a professional, on time, knowledgeable, communicative and well written business report \_\_\_\_\_10 pts

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#### Comments: