Assignment 6 – Executive Summary

Objective:
- Write an executive summary outlining your organization’s Human Resource (HR) practices & its strategic implications
- Summarize and address major points from the human resource policies turned in for assignments 1-5.

Criteria:
Your Executive Summary should be a stand-alone document capturing the essence of your organization and its HR policies. It should tell a story from start to finish, from mission statement to compensation & benefits. It should convey a general picture of your organization and its HR practices & policies.

The purpose of this Executive Summary is to bring together all aspects of your HR program at a strategic level. Indicate how each of your HR areas work together as one entity (the 5 homework assignments and anything else you discovered that should be added).

Deliverable:
1. 3 (approx) page Executive Summary
   - Write a minimum of one paragraph for each of the 5 assignments & whatever else you want to submit to differentiate your package. Summarize the content of each assignment by taking a strategic perspective highlighting the inter-relationships of your various policies.
   - Write an introductory and concluding paragraph tying it together

2. Create a separate attachment to the Executive Summary to addressing how your employee manual “evolved” through the semester:
   - Write a paragraph discussing what your team emphasized to make your employee manual better and more accurate.
   - There is NO need to address spelling and grammatical discrepancies, only address items that are HR content-related.

3. Your prior assignments that were returned back to you MUST BE TURNED BACK IN WITH YOUR ORGANIZATION’S EMPLOYEE MANUAL!!! There will be mandatory point reductions if this is not done.

Due Date: Due when your Employee Manual/HR package is finally submitted NLT the last class day. Your Employee Manual/HR plan must be turned in by Wednesday, 30 Nov (MW class) and Thursday 1 Dec (R)...or can be turned in on your self-selected presentation date.