

## Section 5: Exercises

### 1. Human Resources Outline

Answer the following questions and place the completed outline in your portfolio.

#### Recruitment:

- How do the Human Resources recruit new employees? **Corporate level recruitment, requisitions are posted on job sites in local areas.**
- What media are used to advertise job openings? **Indeed, and other internet based domains.**
- What are the costs of recruitment? **Recruitment is done at a corporate level for morrison and there is a static monthly fee**
- How many people are usually interviewed before a position is filled?  
**Roughly 3-4 people before making a decision for cooks. Catering associates maybe 2. Depends on the position**

#### Job Description

- What format is used in the facility? **Summary, Job Duties/Responsibilities, Qualifications, Language Skills, Mathematical Skills, Computer Skills, Reasoning Ability, Physical Demands, Work Environment**
- What are the criteria-based job descriptions? **Depends on the position, these criteria vary from job to job**
- Update or develop a job description for a position as suggested by your preceptor.

#### Performance Appraisals

- Who determines the standards for evaluating the performance of current employees? **FSD and corporate**
- How similar is the performance appraisal to the job description? **The criteria is based on the job description annually.**
- Observe a performance appraisal session if possible (Schedule in advance).

#### Grievances

- What is the policy regarding grievances? **N/A, non union staff**
- How are grievances handled?
- What is the role of the food service manager in a grievance placed by a food service worker?

### Personal Actions

- Are promotions / demotions based on the performance appraisals? **Yes**
- Are promotions / demotions reviewed and acted upon by HR or by the food service manager? **FSM**
- Review the procedures required to place an employee on probation / warning level, and/or to terminate. Summarize this procedure and indicate when the department manager is involved. **FSD is involved. Depends on severity of issue. Write up (5 call offs), final (6 call offs), termed (7 call offs)**

### Professional Training

- What credentials does the facility require for its professional staff? (i.e. Director, RDN)

**FSD: CDM, Bachelor's, ServSafe**

**RDN: state and national licensure, bachelor's degree**

**Compass offers associate ServSafe training**

- How is maintenance of credentials documented? **Corporately based, and monitored. Employees have an online portfolio.**
- Is there a professional educational plan in place for the RDN? **Yes, continuing education.**
- Is there in-house staff development?