**BBI2O1 – Functions – Human Resources**

Watch the video found at this website <https://www.youtube.com/watch?v=9ZLbSk1Te68>

List the major responsibilities of a Human Resource Department:

**Human Resources (page 177 of your textbook)**

Use your textbook to complete the following:

1. What is a labour market?
2. What is an occupational forecast? Why is it important?
3. Use your textbook (page 178) to help you complete the table below:

|  |  |
| --- | --- |
| **Labour Market** | **Earnings Potential** |
| **Labour** | **Example** | **Low** | **Medium** | **High** |
| **Unskilled** |  |  |  |  |
| **Semiskilled** |  |  |  |  |
| **Skilled** |  |  |  |  |
| **Professional** |  |  |  |  |

**Terms**

Using the information found at this website <http://smallbusiness.chron.com/functional-roles-hr-10333.html>, define the following terms and explain the importance of each.

1. Recruitment
2. Performance evaluations
3. Compensation and benefits

**Essential Skills**

Watch the video found at this website<http://en.careers.essentialskillsgroup.com/?p=video> titled The Essential Skills Group. List and briefly explain each of the 7 essential skills and provide an example for each.

|  |  |
| --- | --- |
| **Essential Skill** | **Description and example** |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

**Interview Tips:**

Using your textbook (page 184) list five tips that would help you during the interview process

**Departures, Dismissals, and Retirements – Use your textbook (page 187) to define the following terms:**

|  |  |
| --- | --- |
| **Term** | **Description** |
| Exit interview |  |
| Corrective interview |  |
| Employee layoff |  |
| Severance package |  |
| Outplacement counselling |  |
| Retirement |  |

**Compensation – Use your textbook (page 189) to explain the following compensation and provide an example for each.**

|  |  |
| --- | --- |
| **Compensation** | **Description and example** |
| Straight commission |  |
| Incentive bonus |  |
| Performance-based pay |  |
| Fee for service |  |
| Royalty or Licensing Fee |  |

**Health - Use your textbook (page 192) to help you answer the following questions.**

1. What is sick pay?
2. Why do companies offer health and wellness programs to their employees?
3. Use page 192 in your textbook to list the different types of health and wellness programs offered by employers.

**Safety – Use your textbook to complete the following**

1. What does the Labour code provide as the 3 basic rights to employees?

**Employee Rights and Responsibilities - Use the links shown to access the following information.**

Workplace rights are determined by the federal and provincial governments.

1. Access

[Information for Employees About Hours of Work and Overtime Pay](http://www.labour.gov.on.ca/english/es/pubs/hours/infosheet.php).

1. Maximum daily hours of work is (usually):
2. Maximum weekly hours of work is (usually):
3. Overtime hours start after:

Overtime rate of pay is:

1. Rest period between shifts is:

Eating time provided is \_\_\_\_\_\_\_\_\_ after:

Access

<http://www.labour.gov.on.ca/english/es/pubs/guide/termination.php>

1. Written Notice of Termination

Length of notice for employees working less than 3 months requires:

What happens to the notice required when the length of employment is longer?

1. Mass Termination

What is the length of notice for companies with 500 or more employees?

1. Wrongful Dismissal

What can an employee do in the event of a wrongful dismissal?

1. Use the internet to answer the questions below:
2. What is a strike?
3. What is a lock-out?
4. What is a strike vote?
5. Access

<http://smallbusiness.chron.com/steps-processing-suspension-termination-employee-35794.html>

What are the 3 types of warnings a company usually gives an employee?

 1.)

 2.)

 3.)