Students, please view the "Submit a Clickable Rubric Assignment" in the Student Center.

Instructors, training on how to grade is within the Instructor Center.

**Assignment 2: Job Analysis / Job Description**

Due Week 4 and worth 100 points

Go to YouTube, located at <http://www.youtube.com/>, and search for an episode of “UnderCover Boss”. Imagine you are the CEO of the company in the selected episode.

Write a two to three (2-3) page paper in which you:

1. Compare two (2) job positions from the episode and perform a job analysis of each position.
2. Describe your method of collecting the information for the job analysis (i.e., one-on-one, interview, survey, etc.).
3. Create a job description from the job analysis.
4. Justify your belief that the job analysis and job description are in compliance with state and federal regulations.
5. Use at least three (3) quality academic resources in this assignment. Note: Wikipedia and other Websites do not qualify as academic resources.

Your assignment must follow these formatting requirements:

* Be typed, double spaced, using Times New Roman font (size 12), with one-inch margins on all sides; citations and references must follow APA or school-specific format. Check with your professor for any additional instructions.
* Include a cover page containing the title of the assignment, the student’s name, the professor’s name, the course title, and the date. The cover page and the reference page are not included in the required assignment page length.

The specific course learning outcomes associated with this assignment are:

* Formulate HRM strategies and policies to recruit, select, place, and retain the most efficient and effective workforce.
* Develop effective talent management strategies to recruit and select employees.
* Design processes to manage employee performance, retention, and separation.
* Use technology and information resources to research issues in strategic human resource development.
* Write clearly and concisely about strategic human resource development using proper writing mechanics.

[Click here to view the grading rubric for this assignment](https://blackboard.strayer.edu/bbcswebdav/institution/HRM/530/1162/Week4/Week%204%20Assignment%202%20Grading%20Rubric.html).

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| **Points: 100** | **Assignment 1:** **Alignment of HRM and Business Strategies** | | | |
| **Criteria** | **Unacceptable**  **Below 70% F** | **Fair**  **70-79% C** | **Proficient**  **80-89% B** | **Exemplary**  **90-100% A** |
| 1. Propose how you would ensure the HR strategy is in alignment with the business strategy.  Weight: 20% | Did not submit or incompletely proposed how you would ensure the HR strategy is in alignment with the business strategy. | Partially proposed how you would ensure the HR strategy is in alignment with the business strategy. | Satisfactorily proposed how you would ensure the HR strategy is in alignment with the business strategy. | Thoroughly proposed how you would ensure the HR strategy is in alignment with the business strategy. |
| 2. Describe the HR job positions and the responsibilities listed for that HR department. Weight: 10% | Did not submit or incompletely described the HR job position and the responsibilities listed for that HR department. | Partially described the HR job position and the responsibilities listed for that HR department. | Satisfactorily described the HR job position and the responsibilities listed for that HR department. | Thoroughly described the HR job position and the responsibilities listed for that HR department. |
| 3. Determine which HR job positions you would prefer and explain why.  Weight: 15% | Did not submit or incompletely determined which HR job positions you would prefer and did not submit or incompletely explained why. | Partially determined which HR job positions you would prefer and partially explained why. | Satisfactorily determined which HR job positions you would prefer and satisfactorily explained why. | Thoroughly determined which HR job positions you would prefer and thoroughly explained why. |
| 4. Analyze how the selected company can establish HRM strategies to improve competitive advantages.  Weight: 20% | Did not submit or incompletely analyzed how the selected company can establish HRM strategies to improve competitive advantages. | Partially analyzed how the selected company can establish HRM strategies to improve competitive advantages. | Satisfactorily analyzed how the selected company can establish HRM strategies to improve competitive advantages. | Thoroughly analyzed how the selected company can establish HRM strategies to improve competitive advantages. |
| 5. Propose three (3) ways that the company can increase diversity.  Weight: 20% | Did not submit or incompletely proposed three (3) ways that the company can increase diversity. | Partially proposed three (3) ways that the company can increase diversity. | Satisfactorily proposed three (3) ways that the company can increase diversity. | Thoroughly proposed three (3) ways that the company can increase diversity. |
| 6. 3 references  Weight: 5% | No references provided | Does not meet the required number of references; some or all references poor quality choices. | Meets number of required references; all references high quality choices. | Exceeds number of required references; all references high quality choices. |
| 7. Clarity, writing mechanics, and formatting requirements  Weight: 10% | More than 6 errors present | 5-6 errors present | 3-4 errors present | 0-2 errors present |