**Strategic Alignment Worksheet: Human Resources**

**NAME: Amna Ehsan**

**Overview**

Use this Strategic Alignment Worksheet (SAW) to help you complete the sections listed below. As you progress through the course, you will be instructed to complete and submit section(s) of the SAW. Once you have all of the sections completed, you are to incorporate the sections into the larger Atha Execution Plan, which is your final project deliverable (to be submitted in Unit 5).

**Sections of the SAW**

* Goals and Activities *(Unit 2)*
* Interview Questions *(Unit 3)*
* Department Purpose Statements *(Unit 4)*
* Performance Standards *(Unit 4)*

**Checklist for Human Resources Area**

Mary Atha, CEO, has provided this checklist of overall organization goals for the human resources area. Read the checklist and use it as a point of reference for your development of this SAW.

1. Ensure staffing requirements are met.
2. Retain existing staff.
3. Hire and train new staff.
4. Plan, organize, lead, and direct the human resources of the company to meet the goal of growing the business by 100%.
5. **Goals and Activities**.Develop goals and activities for the human resources Area**.** Submit this section in Unit 2.

| **Goals** | **Activities to support this goal** (add more rows if needed) |
| --- | --- |
| 1. Retain existing employees. | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this activity achieve the goal? | What is the achievement deadline? | | Have employees fill out a work performance sheet and review | It will show how employees feel about their employers and any needs for improvements | 60 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Add two additional human resources generalists. | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Administer employee training programs | Employees are up to date with all the current programs and technologies | 60 days | | Compensate employees for achieving higher education | Encourage employers to pursue higher education | 60 days | |  |  |  | |  |  |  | |
| 1. Assist department managers in the hiring of new employees. | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Do a career fair at local colleges and communities | Provide new candidates for hire | 30 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Assist department managers with the improvement of employee performance. | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Provide motivational programs and compensations | Get employees to work harder and better | 40 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Create new organization chart for the human resources area. | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Describes roles of employees and management with job descriptions | Have a set rule on everyone’s responsibility | 5 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Turnover | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Keeping employees wanting to work there and happy | Keep employees | 10 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Carrying out all duties | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Keeping a checklist | Keeping everything up to date | 5 days | |  |  |  | |  |  |  | |  |  |  | |
| 1. Following all legal procedures | |  |  |  | | --- | --- | --- | | What are the supporting activities? | How will this achieve the goal? | What is the achievement deadline? | | Making sure all paper work is up to date | All paperwork will be compliant | 20 days | |  |  |  | |  |  |  | |  |  |  | |

1. **Interview Questions**.Write interview questions for the human resources area. Submit this section in Unit 3. Add more rows if needed.

| **Interview question** | **Rationale for including this question** |
| --- | --- |
| 1. Describe an ideal workplace. | Will determine the type of environment the candidate likes and if it fits with Atha Corp |
| 1. Did you ever deal with difficult situations with an employer, manager, or co-worker? If so, how did you handle it? | Shows how well the candidate can handle confrontation |
| 1. How do you handle unethical situations? | If the candidate is by the book and ethical |
| 1. How would you handle a team with conflict or a dysfunctional team? | How well the candidate can bring a team together |
| 1. What is the largest number of employees you have leaded and how diverse were they? | Can the candidate handle diverse groups of people and personalities |

1. **Purpose Statement**.Write a purpose statement for the human resources area. Submit this section in Unit 4.

Most of us are aware of the term *purpose statement* but are unsure of what its real meaning is within an organization. It is a statement describing the organization’s purpose, or the reason for its existence. The purpose of an organization reflects a desired position in the marketplace. It should accurately answer to the questions below. The purpose statement is the written summary of those answers. The most effective purpose statements are short, concise, and direct. A good purpose statement is between 2–3 sentences.

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| --- |
| **Purpose Statement** |
| |  |  |  |  | | --- | --- | --- | --- | | **Who are we?** | **What do we do?** | **For whom do we do this?** | **How do we know when we are getting it done?** | | Atha Corp thrives at providing excellent service to all our clients while keeping the employees happy | Atha Corp offers excellent management and services to our clients | Atha Corp provides service to a wide range of diverse clients | Once our client’s needs and wants are fulfilled | | **Compile the answers to the four questions into a concise 2–3-sentence statement summarizing those questions. This statement is your Purpose Statement.** | | | | | Atha Corp’s mission is to fulfill our client’s needs. To ensure our client’s needs, we provide excellent and quality services, while keeping our employees happy. | | | | |

1. **Performance Standards**.Identify performance standards for the human resources area. Submit this section in Unit 4. Add more rows if needed.

| **Performance Standards** | **Rationale for including this performance standard** |
| --- | --- |
| 1. Excellence | Dedication and whether they go above and beyond |
| 1. Effectiveness | How well their methods work |
| 1. Morale and employee relations | If they keep the team upbeat and happy |
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