



# Experiential Learning Portfolio for 10116100 Human Resource Management

## Student Contact Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*It is **required** that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.
8. You may be required to complete a meeting/interview with instructor that is reviewing your assessment.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 7 of the 8 competencies.**

### **10116100 Human Resource Management, 3 Associate Degree Credits**

**Course Description:** In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

If you receive credit for prior learning for this portfolio, you will also receive a “Met” score for the following **Technical Skills Attainment Program Outcomes** that are assessed in this specific course:

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Examine the functions of Human Resource Management**

Criteria: Performance will be satisfactory when:

- learner identifies the impact globalization is having on human resources decisions
- learner utilizes technology for online resources to keep current on laws, for recruiting and testing, and for developing policies and job descriptions
- learner describes the impact technology is having on changes in human resource needs
- learner identifies internal and external environmental factors that impact human resources management today

Learning Objectives:

- a. Explain the impact that globalization is having on human resource practices
- b. Describe the impact that technology is having on human resources functions
- c. Identify the internal environmental changes that are influencing human resources systems
- d. Explain how demographic changes impact the supervisor's human resources planning

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Illustrate how Equal Employment Opportunity Commission compliance impacts the organization**

Criteria: Performance will be satisfactory when:

- learner is aware of state and federal laws including Title VII, ADEA, ADA, EPA, harassment laws, and the Family Leave Act
- learner identifies legal and illegal behavior
- learner identifies how state and federal laws impact the supervisor's job in relation to human resources responsibilities
- learner defines sexual harassment and is able to determine behavior that would be considered harassment
- learner establishes a plan for preventing harassment in the work environment

Learning Objectives:

- a. Describe major state and federal equal employment opportunity laws
- b. Examine court cases impacting equal employment opportunity
- c. Describe how state and federal laws impact the supervisor/employee relationship
- d. Define sexual harassment
- e. Identify examples of types of harassment
- f. Determine ways to prevent harassment
- g. Outline responsibilities and steps a supervisor should take once a harassment complaint is made

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Analyze the functions of a job description**

Criteria: Performance will be satisfactory when:

- learner observes and documents tasks performed for a specific job
- learner creates a document for a specific job that includes job title, description, reporting relationships, tasks, KSAs, education needed, experience requirements, equipment used, physical and mental demands, and analysis method
- learner utilizes the Dictionary of Occupational Titles or online resources to access information on a specific job

Learning Objectives:

- a. Complete a job analysis using a variety of methods to collect data
- b. Identify the sections to include in a job description
- c. Use the Dictionary of Occupational Titles or online resources to find knowledge, tasks, and abilities for a specific job
- d. Document data into a form which includes job title, description, reporting relationships, tasks, KSAs, education needed, work experience requirements, physical and mental demands, and method used to collect data

**Required Artifacts: None**

**Suggested Artifacts: Job description you developed**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Outline the employee selection process**

Criteria: Performance will be satisfactory when:

- learner selects appropriate questions to ask on applicant forms
- learner identifies reliable and valid tests to perform during the screening process
- learner recommends job screening techniques for a variety of jobs
- learner identifies legal process for completing reference checks
- learner describes how to conduct structured, nondirective, situational, and behavioral interviews
- learner demonstrates data-based decision making for making employment decisions

Learning Objectives:

- a. Determine legal and job-related appropriate questions to ask on a job application form
- b. Identify testing that should be conducted for jobs to screen candidates
- c. Determine when specific job screening tests should be given either pre- or post-employment offer
- d. Recommend job applicant screening techniques for specific jobs
- e. Perform reference checks
- f. Describe the different approaches to conducting an employment interview
- g. Make decisions as to the selection of candidates based on data received from screening

**Required Artifacts: None**

**Suggested Artifacts: Provide the name of a position you are involved in the selection process and a corresponding list of interview questions you ask candidates**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Examine human resources policies and procedures**

Criteria: Performance will be satisfactory when:

- learner creates policies and procedures that are compliant with state and federal laws
- learner writes policies and procedures that are specific, clear, and consistent with the company philosophy
- learner writes policies and procedures on subjects relating to employment, wage and salaries, harassment, safety and health, employee relations, and company standards and rules

Learning Objectives:

- a. Identify policies and procedures that need to be covered with employees by the supervisor
- b. Compare human resource manuals from various organizations
- c. Write department policies and procedures that are specific, clear, and consistent with the company philosophy
- d. Discuss the legal importance of having policies and procedures

**Required Artifacts: None**

**Suggested Artifacts: Provide a policy or policies you developed for the Employee Handbook**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 6: Research performance management strategies**

Criteria: Performance will be satisfactory when:

- learner establishes performance standards that are measurable, observable, legal, and consistent with the job description
- learner compares employee performance to performance standard
- learner documents performance with specific examples
- learner develops strategies to improve poor performance
- learner develops strategies for recognizing and rewarding performance that meets or exceeds expectations
- learner conducts performance appraisal interview
- learner outlines an appraisal plan including the frequency of appraisals, how input will be gathered, who will assess performance, and who will review
- learner describes the benefits to appraising performance

Learning Objectives:

- a. Identify the purpose of performance appraisals
- b. Establish methods for assessing employee performance
- c. Establish performance expectations
- d. Discuss the potential outcomes of tying pay to performance evaluations
- e. Complete performance appraisal form
- f. Conduct performance evaluation meeting
- g. Identify improvement needs and recommend strategies for achieving improvements
- h. Perform an analysis of a variety of performance appraisal systems currently used by organizations and identify the characteristics of an effective system
- i. Identify recognition programs for rewarding and retaining employees

**Required Artifacts: None**

**Suggested Artifacts: Performance Review form that you developed**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**



**Competency 7: Investigate coaching, redirecting, and ending relationships**

Criteria: Performance will be satisfactory when:

- learner identifies performance problems that need counseling
- learner documents employee's behavior related to job performance
- learner identifies benefits of helping employees through problems
- learner identifies when to use the directive and nondirective approaches
- learner conducts a counseling session communicating the difference between current behavior and expected behavior, describing the impact of the behavior, outlining discipline if appropriate, and allowing for the employee to give input
- learner develops an action plan with employee to correct behavior and outlines future consequences if behavior does not change
- learner creates follow-up plans
- learner recommends employee assistance resources where appropriate

Learning Objectives:

- a. Identify problem behavior that would require a supervisor to counsel an employee
- b. Describe counseling techniques
- c. Conduct counseling meeting addressing the behavior affecting performance
- d. Provide appropriate documentation of problem, discussion, and action steps which may include discipline and future consequences
- e. Identify resources available to the supervisor to assist the employee with problems
- f. Identify employee rights regarding employment and opportunity to correct problem behavior
- g. Recommend employee assistance resources

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 8: Examine compensation and benefit strategies to support employee retention**

Criteria: Performance will be satisfactory when:

- learner identifies a variety of benefits
- learner identifies the costs for compensation and benefit packages
- learner designs a compensation package that would be attractive to employees and still meet organizational goals
- learner selects compensation and benefit strategies that are legal

Learning Objectives:

- a. Identify various methods for compensating employees
- b. Explore federal laws that affect compensation and hours worked
- c. Identify benefits that employers may provide
- d. Research various benefit programs and select benefits that fit the needs of employees in today's work environments to help in attracting and retaining employees

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

