

PROJECT IN HUMAN RESOURCE MANAGEMENT
Bachelor of Science in Information System
Bulacan Polytechnic College

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Submitted to:
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Chapter I

Introduction

Chapter II

Define your Company Culture

Chapter III

Recruitment Process

Chapter IV

Selection Process

Chapter V

Evaluation of Performance

REFERENCES: (*in APA 7th Edition*)

RUBRICS:

CRITERIA	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY
Chapter I (one page only)			
Articulated and allocated assigned tasks.			
Defined the objective and clarity of the paper's purpose.			
Presented a comprehensive overview of the paper.			
Vision: Answers the question “where do you want to bring your organization in the next 2-5 years?”			
Mission: Answers the questions “why does the department exist?”, “who do you want to serve?” and “how do you want to serve your customers?”			
Values: Answers the question “what are the important values/beliefs of the organization?”			
Chapter III (up to 2 pages only)			
Labelled correctly and clearly.			
Designed thoughtfully.			
Good color contrast.			
Readable font.			
Demonstrated comprehensively and simply.			
Chapter IV (up to 2 pages only)			
Labelled correctly and clearly.			
Designed thoughtfully.			
Good color contrast.			
Readable font.			
Demonstrated comprehensively and simply.			
Chapter V (up to 2 pages only)			
Well-defined criteria.			
Description of task provided.			
Well-designed rating scale with description for each rating scale.			

CRITERIA	OUTSTANDING	ABOVE	SATISFACTORY
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		AVERAGE	
Formatting	Formatting	Formatting	Formatting
Observed APA 7 th Edition format in reference.	Observed APA 7 th Edition format in reference.	Observed APA 7 th Edition format in reference.	Observed APA 7 th Edition format in reference.
Observed proper grammar, punctuation and spelling.	Observed proper grammar, punctuation and spelling.	Observed proper grammar, punctuation and spelling.	Observed proper grammar, punctuation and spelling.
Submitted on time.	Submitted on time.	Submitted on time.	Submitted on time.
Submitted in PDF format.	Submitted in PDF format.	Submitted in PDF format.	Submitted in PDF format.

GUIDELINES: DELETE THIS PART ON THE FINAL PAPER

1. Chapter I: Introduction - 1 page only
 - Summarize group members' tasks.
 - Define the purpose of the paper.
 - Provide an outline of the paper.
2. Chapter II – should include a minimum of 3 and a maximum of 5 Vision, Mission, Values – up to 4 pages only. **Provide an explanation why your group chose stated VMVs. Another explanation should be provided for the company culture.**
 - Vision statement can also be called the direction, aspiration or ambition of your organization. Answers the question “where do you want to bring your organization in the next 2-5 years?”
 - Usually starts with:
 - To be the leading....
 - To be the preferred...
 - To be the dominant...
 - To be the standard...
 - Mission statement should state the purpose of your organization. Answers the questions “why does the department exist?”, “who do you want to serve?” and “how do you want to serve your customers?”
 - Usually starts with:
 - We commit to...
 - We exist to...
 - Our mission is to...
 - Values statement should state the core beliefs of the organization. Answers the question “what are the important values/beliefs of the organization?”
 - Examples:
 - Excellence
 - Customer satisfaction
 - Teamwork
 - Commitment
 - Agility
 - Collaboration
 - Accountability
 - Integrity
3. Chapter III - should include a chart with an explanation of the hiring process – up to 2 pages only.
4. Chapter IV - should include a chart with an explanation of the hiring process – up to 2 pages only.
5. Chapter V – present a rubric with rating and justification of such rubric and ratings – up to 2 pages only.

6. Font: Times New Roman, 12 pt.
7. Spacing: 1.15
8. Chapter should be started on a new page.
9. Including the title page and the rubrics, there should only be **a maximum of 16 pages**.
10. Deadline: **February 29, 2024**
11. Save in PDF format.
12. File name format: COURSECODE_COURSE/YEAR/SECTION_GROUP MEMBERS
IN ALPHABETICAL ORDER – LAST NAMES ONLY in **EVERYTHING in ALL CAPS**
Example:
HRM323_BSIS3A_BAUTISTA_CRUZ_DEJESUS
13. Submission bin:
BSIS3A: <https://drive.google.com/drive/folders/1FDtMcHb8nDmMbMjMkznAaKIwbq7Vn8h?usp=sharing>
BSIS3B: <https://drive.google.com/drive/folders/1YiY7MsuvSIadAa3h2Xja1tvNaO9ceAXR?usp=sharing>
BSIS3C: https://drive.google.com/drive/folders/15El-j_01_ek-8hqbwn2pMdEiQ6YFF6T5?usp=sharing
BSIS3D: <https://drive.google.com/drive/folders/1OJj5JcIA3nlgbfWsctp5UAy822xpodu4?usp=sharing>
BSIS3E: <https://drive.google.com/drive/folders/1Pw3OA7EIlrGGbWukfUpnGFwc7LyoeXkc?usp=sharing>
BSIS3F: https://drive.google.com/drive/folders/155fshT3_q1iXgnFPoDLtrZE9iF3Rv1b1?usp=sharing
BSIS3G: https://drive.google.com/drive/folders/160Yn_1LDFKKgtHJ3ydS7FsyliF-eAOz4?usp=sharing