Hand in through Moodle drop box, due date listed on Moodle.

IF YOU WERE THE BOSS

1. How should you handle an employee who keeps asking you for information about major policies, vacations, and benefits?

I would direct the employee to either the handbook, the human resources person in charge of that policy, or the company SharePoint site.

1. How can a boss consistently communicate an open-door policy?

Set a specific time every week for issues which would fall under the open door policy. An open door is no good if the supervisor is in meetings all day.