Job Analysis and Policy Development Project

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`Midway` Presentation format
6/4/2009

Who,What, Why, Where, When and How

- Matthew Geltz

- Job Analysis and Policy Development

- Fulfillment of internship credits

- Villanova Human Resources Department

- Spring/Summer 2009

- Research, Observation, Interview, Survey, possibly Work Sample

Project Components

See http://tiny.cc/mgvuproj for complete project breakdown in hours and tasks

- Approximately 120 hours split among 3 components: Job analysis, Policy/Handbook Development, and Administrative

Job Analysis

- Graduate Assistant

  Observation, Supervisor and Incumbent Interview, Survey

- Administrative Assistant

  Observation, Supervisor Interview, Survey (?), Work Sample

Policy Development

- Essentially, laying the framework for a full-fledged handbook focus on uniting above mentioned JA with:

1. Dress Code

2. Telecommuting

3. Infectious Disease and Illness

in addition to sundry items as arising

Documentation and Administration

- 2 Parts
  - Tracking and Documenting the project itself as well as communication and meetings
  - Setting up a Sharepoint space with the university

Summary

Overall Completion Estimate: 45% (54 hrs)

- See Attached Documents

- I'll be able to come to campus until 6/26/2009

- I can extend writing, rewriting, and revision for as long as necessary.