

## MN210 Managing Human Resources Project Instructions

### Submission Instructions

**Due date:** Projects must be submitted electronically through Turnitin by **23:55 on Friday, 2 May 2025** (week 9). Submit a single document that includes Sheridan's cover sheet. Submit in **.docx or .pdf format only** to ensure successful submission.

**Late submission** will incur the standard late penalty described at page six of Sheridan's BBus Course Outline, i.e. 'a penalty of 5% deduction per day of the maximum mark possible. Students may receive a score of 0 if work is submitted more than one week late.'

### Assignment Instructions

**Reminder:** Generative AI software should **not** be used to generate ideas or text, or to check grammar for this item of assessment.

This assignment will be marked as a percentage (i.e. out of 100). It is worth **40%** of your total grade.

Selection of documents – 10 marks; Analysis of documents – 50 marks; Logical structure – 20 marks; Clear communication of analysis – 20 marks

The word limit for this report is **1500** words. A report that exceeds the word count by 10% or more will be penalised 10% of the value of this item of assessment.

Choosing a job role familiar to you from current or previous work experience, write a report outlining a suitable method for analysing this job. Limit your attention to the following job analysis methods outlined in section 5.2 of the textbook - direct observation, interviews, questionnaires, diaries/logs, critical incident reports, *or* some combination of these methods.

**Important** - Your task is **not** to perform a job analysis of the selected job. Instead, your report will explain how a job analysis should be conducted and why the selected methods are suitable.

To ensure that your report does not consist entirely of broad generalisations, you will compare, contrast and critique at least 3 examples of job analysis forms relevant to your chosen method(s). The goal here is to evaluate and explain how well suited each form is to the task of analysing of the particular job you have chosen. (The reader must be able to access all forms cited in your report, so you must *include the forms as an attachment to your report or provide a list of URLs.*)