

## Solutions to Activities for Units 1-10

**Unit 1 Activity Solution:** Click on the link below, and scroll down to 27 points of differences between Personnel Management and HR Management. Check your answers against the listed differences here.

International Quality and Productivity Center's "[HR Development Versus Personnel Management: What's the Difference?](#)"

**Unit 2 Activity Solution:** Please click on the link below, and match your drawing against this image of the employee life cycle.

Retensa's "[The Emergent Life Cycle \(ELC\) Talent Management Model](#)"

**Unit 3 Activity Solution:** Please click on the link below to review the types of recruitment tools that should be included in your response.

Curtin University's "[Human Resources: Recruitment Tools](#)"

**Unit 4 Activity Solution:** Please click on the link below to review how to outline a performance appraisal program. Check your plan against the steps provided with this resource.

Chron.com: Ruth Mayhew's "[How to Outline a Performance Appraisal Program](#)"

**Unit 5 Activity Solution:** Please click on the links below to read about current sustainability programs and ways Starbucks has boosted their image. These types of ideas should be incorporated into your response.

QSR's "[Starbucks Honored for Its Work in Sustainable Development](#)"

Just Means: Vikas Vij's "[Starbucks Gets Greener Stores](#)"

Sustainable Business Design's "[Starbucks: Sustainable and Responsible Business of the Week](#)"

**Unit 6 Activity Solution:** Please click on the link below to review this resource with information on needs assessment. These types of needs assessment techniques should be included in your response.

Iowa State University’s [“Needs Assessment Strategies for Community Groups and Organizations”](#)

**Unit 7 Activity Solution:** Please click on the link below to review this resource that provides sample responses of interview questions that you cannot ask and ways to get the same information while circumventing these questions.

Focus: HR World Editors’ [“30 Interview Questions You Cannot Ask, and 30 Sneaky, Legal Alternatives to Get the Same Info”](#)

**Unit 8 Activity Solution:** Please review the table below, and check this against your response.

	Action Steps	Time Frame	Objective	Reporting Tool
Pre-Assessments	Focus Groups Interviews Surveys Current and Past Data from HR	3 weeks	To gather information about what the issues are from the perspective of the employees	Reports/Raw Data Statistical Measures Meta-Analysis
Results	Take the data from above and place it into a report that outlines BOTH the pros cons of issues with team	1 week	To bottom line what the trends and patterns are based on the data gathered and employees’ perspective	Executive Summary and Report only identifying positive and negative trends and patterns
Intervention	Based on the results of the pre-assessments coaching, team building, training on such	3-6 weeks	To teach the skills needed to effectively deal with the issues; To create trust and communication	Have team create a “report” of successes, continued learning, and areas to



	topics as conflict resolutions, confrontation, depending again on the results		skills amongst the employees	improve to report back to management.
Post Assessments	Focus Groups Interviews Surveys Current and Past Data from HR Include management and their observations	3 week time frame, but conduct post assessments 6 months after interventions	To measure team success	Executive Report and presentations by group
	Action Steps	Time Frame	Objective	Reporting Tool

**Unit 9 Activity Solution:** Please click on the link below, and review this resource, which discusses current technology trends in HR. This information should be used as a sample to check your response against.

HR Management’s [“Technology Aids the Human Touch”](#)

**Unit 10 Activity Solution:** Please click on the links below, and check your response against these resources, which provide information on how to develop a successful relocation plan.

The Business Journals: Tracy Carbasho’s [“How to Create a Successful Relocation Plan for Transferring Employees”](#)

International HR Forum: Jennifer Stein’s [“Expatriate Orientation: What, Why, When?”](#)