Human Resources Department

Assignment Guidelines:

This task examines the structure, strategic role, and operational functions of the Human Resources (HR) department in modern public and private organisations. Students are expected to critically analyse key HR processes—including workforce planning, job design, recruitment, talent development, performance appraisal, compensation, labour relations, diversity management, and HR analytics—while evaluating how strategic HR management contributes to organisational success, digital transformation, and sustainable competitive advantage.

Submission Format:

- Type: Practical HR Strategy Report (Theoretical & Practical Project)
- Font/Spacing: Times New Roman, Size 12, Double Spaced
- Word Count: 2500 – 3500 words (excluding workforce plans, job frameworks, and appendices)
- Submission Deadline: To be announced by the respective professors

Assessment Criteria:

- Understanding and application of HR concepts, models, and strategic labour frameworks – 20%
- Critical analysis of workforce planning, talent acquisition, and performance systems – 25%
- Integration of academic literature, employment law, and industry case studies – 20%
- Strategic insight, ethical considerations, change management, and quality of recommendations – 25%
- Structure, professional reporting clarity, presentation, and APA referencing – 10%

Mandatory Sections:

- Title Page
- Table of Contents
- Executive Summary
- Introduction
- Theoretical Framework & Strategic HR Role
- HR Operational & Data Analysis
- Strategic HR Proposal & Implementation
- Legal, Ethical & Change Management Discussion
- Conclusion & Managerial Recommendations
- References
- Appendices (Workforce Plans, Job Specs & HR Metrics)

Assignment Task – Choose ONE of the following practical projects:

Option 1: Strategic Workforce Planning, Talent Acquisition, and Employer Branding

Analyse how modern HR departments design end-to-end recruitment and workforce planning strategies to attract and retain high-performing talent in dynamic business environments. Your paper should:

- Assess workforce planning approaches, job analysis techniques, and competency models to pinpoint skill shortages as businesses grow.
- Compare established hiring channels with newer digital tools, including AI screening, social media recruiting, and applicant tracking platforms.
- Review company recruitment campaigns and employer branding in practice. Consider what makes hiring programs effective, as well as examples of poor candidate experiences or unsuccessful hiring.
- Create a coordinated talent acquisition and employer branding plan for a business.

Option 2: Performance Management, Total Rewards, and Employee Engagement Strategy

Investigate the design and integration of performance appraisal systems, compensation structures, and total rewards frameworks to maximise workforce productivity and employee retention. Your paper should:

- Consider the transition away from traditional annual performance reviews toward continuous feedback systems, 360-degree appraisals and the use of the OKR (Objectives and Key Results) framework.
- Assess the integration of total rewards systems (direct pay, indirect pay, non-financial rewards) with labour laws, equity issues and motivation theory.
- Analyse the performance management and reward schemes of global or regional market leaders and assess whether these contributed to the culture of the organisation and turnover levels.
- Develop a practical performance appraisal and total rewards model to increase employee engagement and retention.

Option 3: Strategic HR Transformation, Digital Tools, and Organisational Change Management

Evaluate how HR leadership manages organisational restructuring, digital HR adoption (HRIS, workforce analytics), and workplace diversity while maintaining compliance and ethical standards. Your paper should:

- Investigate how digitalisation, HR analytics and hybrid work arrangements influence the culture and communication within organisations.
- Assess the role of legal systems, labour relations, diversity and inclusion efforts and ethical management in workforce adaptations.
- Analyse success stories of companies that have made it through large-scale HR digital transformation or culture changes, and those that have not.
- Develop an HR strategic change management roadmap and digital deployment model to support HR in the alignment of HR processes with long-term business objectives.