|  |  |  |
| --- | --- | --- |
| **HRM635 Module 7 Grading Checklist- Leveraging Human Capital (Rev. 3-24-16)** | | |
| **INSTRUCTIONS FOR STUDENT:** Use this document it as a checklist to help make sure you covered all the required content, structure, and mechanical expectations. | | |
| ***Content (Student should structure the paper into sections below.)***  ***Student should use mark the box below as a checklist.*** | | |
| **Section 1- Introduction** (🡨 Use this header): what the memo is going to be about; it mentions the upcoming sections. |  | |
| **Section 2- Job Performance & Evaluation** (🡨 Use this header): An evaluation of the current employee status. Describe tasks and performance indicators that contribute to the overall performance on the job. |  | |
| **Section 3- Reward & Encouragement Strategies** (🡨 Use this header): Develop strategies to encourage employees. How will you reward them for their performance and support them during difficulty? |  | |
| **Section 4- Levering on Employee Strengths** (🡨 Use this header): Describe strategies to leverage on employee assets. How will you identify their strengths and use them to better the performance and skills of individual employees? |  | |
| **Section 5- Culture Within the Organization** (🡨 Use this header): Describe a vision for the overall culture you aspire to develop in your organization.  Tip: Check out this link <https://new.edu/resources/visual-elements-of-organizational-culture> |  | |
| **Section 6- Rewards & Incentive to Remain Competitive** (🡨 Use this header): How will you integrate rewards and incentives to remain competitive in your market and appeal to your employees? |  | |
| **Section 7- References** (🡨 Use this header): has at least 5 peer-reviewed/scholarly references from the databases within the library. The references are also integrated within the paper. |  | |
| ***Organization / Development***  ***Student should use mark the box below as a checklist.*** | | |
| The 7 required sections are organized separately in sequence as listed in the Content section. |  | |
| The memo is at least 1250 words in length (excluding references and headers) size 12 Times New Roman font with double spacing text. |  | |
| Each section is labelled with the header prescribed above. |  | |
| ***Mechanics***  ***Student should use mark the box below as a checklist.*** | | |
| Formatting or layout and graphics are pleasing to the eye (font, colors, spacing). |  |  | |
| Rules of grammar, word usage, punctuation, capitalization, and spelling are followed. |  |  | |
| Sentences are complete, clear, varied, and concise with proper syntax. |  |  | |
| Used size 12 Times New Roman font for main body text and References. |  |  | |
| Used double spacing between sentences and in References section. |  |  | |