

Citizenship

Directions:

Either individually or in groups create a company manual or handbook, which includes the following:

- organization chart
 - illustrating each job
 - illustrating each job title, for at least five jobs within the company
 - illustrating job descriptions for each job
 - illustrating job requirements for each job
 - defining characteristics potential employees should have for each job, such as a specific degree requirements or computer skills
- interview questions
 - illustrating questions to ask perspective employees
 - questions should assess perspective employees qualifications and ability to serve as member of the company
- review documents
 - outlining process of reviewing employees progress and tenure
 - should outline methods for determining success in each job
 - should evaluate how each employee interacts with his/her colleague
- descriptions of acceptable work behavior, practices and habits
 - outlining how an employee should dress, speak (i.e., using profanity), interact at work (i.e., using the phone), interact with his/her colleagues, etc.
- rules for citizenship of the community
 - descriptions of how each employee should act toward each colleague as a member of the company community
 - descriptions of how discrepancy among colleagues can be handled
 - descriptions of each employee's responsibility as a member of the company

Each handbook should be presented to the class. After presentations are complete, partake in a class discussion about the characteristics a successful worker should have.