

## **HUMAN RESOURCES TASK 2: COMPILING AN EMPLOYEE DATABASE (CLASS ROSTER)**

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### **VE Departments Involved**

Human Resources

### **Time Frame/Month for Activity**

September/Two Days

All HR employees must be able to update the database as the data is received. Coordinator has the option of assigning this task to one specific employee. *Note: If necessary, the HR Department should identify a member of the firm who is familiar with Excel, Access and/or Google Sheets and organize training on its use for groups within the firm.*

### **Outcomes**

*HR Department employees will:*

- Use Excel, Access and/or Google Sheets to develop an employee database, which will include fields for first name, last name, address, home phone number, email address, summary attendance, grades, tasks accomplished, purchases made, professional development attendance, college participation, and workshop participation.

### **Activities/Strategies**

- VP/Manager delegates this task to two members of the department who are familiar with Excel, Access and/or Google Sheets to design an employee database.
- Gather all information necessary to input into the database from resumes and/or employee applications.
- Develop a workflow between HR and other departments that will feed this information to HR.

### **Online Follow Up**

- Go to Learning Express Library for free online tutorial for Excel and/or Access.

### **Mastery and Assessment**

- Creation of an employee database with appropriate fields.