COURSE TITLE: Advanced Topics in Human Resource Management/Human Resources Practicum

COURSE IDENTIFICATION: MIS 44195

INSTRUCTOR: Dr. Mark Whitmore

COURSE COMPLETED: Spring 2014

PROJECT TITLE: Project Proposal

PROJECT DESCRIPTION: Using the Kent State University template in order to create a project proposal for the HR Summit 2014 networking portion. Highlighting the milestones that our group will complete and including a scope of work.

REFLECTION: I chose this piece because this work has a "real-world" component to it. Our group was responsible for the networking portion of the HR Summit 2014 that was held in March 2014. We reviewed resumes and matched students with recruiters during this event. It is a great way to gain experience in the human resources field while still in school.

HR Summit – Student Resume Builder and Networking
Project Proposal

Project Name: HR Summit – Student Resume Builder and Networking

Project Owner: Ashley Alexoff, Erica Brandon, Carissa Klein, Cody McIntosh, Lauren Savasky, and Melissa Soss

HR Area: Recruiting **Project Status:** In Progress

Background:

During the Fall 2013 semester the HR Department at Kent State University held several HR Forums to host keynote speakers and a panel of HR professionals. The forums gave students the opportunity to learn, ask questions, and network with the speakers after the presentations. For Spring 2014, the department decided to switch up the format and offer a daylong "HR Summit" which will include a keynote speaker, breakout sessions and an opportunity for Kent State students to formally network with business professionals. Prior to the HR Summit students interested in attending the networking session will be required to submit their resumes to be reviewed and enhanced and then distributed to business professionals.

Business Purpose:

The purpose of the networking portion of the HR Summit is to help students become more comfortable networking with professionals. Resume and networking preparation will be the keys to success in uncovering job and internship leads by many students attending the event.

Scope:

Our team will work directly with Kristin Williams, the Director of the Career Services Office in the College of Business Administration, to help students prepare for the networking portion of the event. Prior to the event, students that wish to take part in the networking session will be required to:

1. Submit their resumes
2. Have their resumes reviewed and critiqued
3. Re-submit their resume with revisions
4. Attend a 1 hour pre-Summit workshop
5. Attend the Networking Lunch at the Summit

In addition to helping track, review and revise resumes, our team will create a master "resume book" which will be distributed to all business professionals attending the event. Our team will also design the schedule pairing students with business professionals and present a networking prep presentation to all students during lunch at the HR Summit. The presentation will provide tips for networking and appropriate follow-up after the event. After the event, we will distribute an assessment toll to help evaluate the event and offer recommendations for future HR Summits.

Milestone/Schedule:

February 3, 2014

Milestone 1: Finalize proposal with Kristin
1.1 Create email students will use to submit resumes
1.2 Create template that will be used for resume consistency
1.3 Create communication that will be sent to professors letting them now about the event and why students need to attend, attach resume template for professors to post to Blackboard
1.4 Get communication approved by Kristin
1.5 Email template for automatic response for initial approval/response for students to sign off on

February 10, 2014

Tuesday, February 11 from 10:00 – 11:00 Career Services Student Resume Session I
Thursday, February 13 from 9:00 – 10:00 Career Services Student Resume Session II
Milestone 2: Generate interest with students and start monitoring submissions
2.1 Create tracking tool for resume submissions, Google Doc
2.2 Divide the team into project leads for different presenters (2), proofreaders (2), tracking lead (1), final submission/resume book creation (1)
2.3 Finalize PPT Deck for pre-Summit workshops – to be held next week

February 17, 2014
Tuesday, February 18 from 11:00 – 12:00 Career Services Student Resume Session III
Thursday, February 20 from 2:00 – 3:00 Career Services Student Resume Session IV
Milestone 3: Preliminary Resume Review & pre-Summit Workshops
3.1 Hold pre-Summit Workshops I & II

- Workshop I: Monday, February 17 9:00 – 10:00
- Workshop II: Monday, February 17 4:00 – 5:00

3.2 Hold meeting with Kristin to review approximately 10 resumes to learn formatting
3.3 Continue to monitor and critique resumes as they are submitted
3.4 Continue to work on Networking Prep Presentation (lunch at Summit) and pre-Summit workshops

February 24, 2014
Milestone 4: **Resume Submission Deadline Friday, February 28th** (Lines up with the Spring Career Fair - should be good timing) and pre-Summit workshops
4.1 Hold pre-Summit Workshops III & IV

- Workshop III: Monday, February 24 9:00 – 10:00
- Workshop IV: Monday, February 24 4:00 – 5:00

4.2 Preliminary headcount to HR Summit Planning Committee based on resumes received
4.3 Continue to review and critique resumes that have been submitted
4.4 Start organizing company information to use for student/professional networking session

March 3, 2014
Milestone 5: All submitted resumes back to students for revisions
5.1 Have all resumes that have been submitted back to students for revisions
5.2 Continue organizing company information to use for student/professional networking session

March 10, 2014
Milestone 6: Create Resume Book
6.1 Create master resume book with resumes re-submitted by students
6.2 Begin schedule for students/professional networking session

March 17, 2014
Milestone 7: Finalize Resume Books and Student-Employer Schedules
7.1 Final Resume Book (electronic copy) presented to Kristin
7.2 Finalize schedule for networking session and communicate schedules or list of participating organizations to students
7.3 Complete run through of Networking Prep Presentation

March 31, 2014
Milestone 8: HR Summit Week
8.1 Hold networking prep event during lunch
8.2 Assessment sent to students
8.3 Thank you letters sent to professionals that participated in the networking event

April 7, 2014
Milestone 9: Compiling Data
9.1 Compile information from student surveys
9.2 Present findings and further recommendations to Kristin

Project Approval:

Dr. Mark Whitmore

_____ Date: _____

Kristin Williams

_____ Date: _____