**Semester project– Personnel Management**

**Title: Comprehensive Personnel Management Plan for a Specific Job Position**

**1. Introduction**

* Purpose and objectives of the project
* Explanation of the selected job position and its relevance in the chosen industry (e.g., Marketing Specialist, HR Expert, Financial Analyst)

**2. Job Analysis**

* Definition and importance of job analysis
* Responsibilities and key tasks of the chosen job position
* Required skills, qualifications, and experience
* Development of a **job description** and **job specification** for the role

**3. Recruitment and Hiring Process**

* Identification of the most effective recruitment methods for the position (e.g., job portals, social media, internal recruitment)
* Description of the selection process:
	+ Screening criteria
	+ Selection methods (e.g., structured interviews, assessment centers, personality tests)
* Required documents for employment contract (students should research contract requirements based on their selected country or company)

**4. Employment Contract and Working Conditions**

* Overview of contract types (fixed-term, permanent, freelance)
* Key terms of employment (working hours, probation period, salary structure, benefits)
* Country-specific legal aspects related to employment contracts

**5. Performance Appraisal**

* Proposal for a performance evaluation system for the position
* Selection of appropriate appraisal methods (e.g., peer review, 360-degree feedback, KPI-based evaluation)
* Performance-related incentives and potential career progression

**6. Training and Development**

* Identification of key skills requiring training for this position
* Recommended training methods (on-the-job training, e-learning, mentoring, external courses)
* Career growth opportunities and succession planning for the position

**7. Motivation and Rewards System**

* Application of relevant motivation theories (e.g., Maslow, Herzberg)
* Tangible and intangible rewards (salary bonuses, flexible work arrangements, professional development support)
* Financial and non-financial benefits for employees in this role

**8. Termination of Employment**

* Overview of employment termination procedures
* Possible reasons for termination (voluntary resignation, dismissal, redundancy)
* Legal and ethical considerations in contract termination
* Employee exit process (exit interviews, knowledge transfer)

**9. New Trends in Personnel Management Related to the Position**

* Technological innovations in recruitment, performance management, and employee engagement
* Ethical considerations in HR management for the role
* Current trends impacting the chosen job field

**10. Conclusion**

* Summary of key findings
* Reflection on challenges and practical applications of personnel management concepts

**11. References**

* List of academic sources, company reports, or legislation consulted

**Additional Guidelines for Students:**

* **Length:** 8 -10 pages
* **Formatting:** APA referencing, structured headings, clear and concise writing (read Dean´s instruction)
* **Use of real-life examples:** Také inspiration in a real company, real position in your selected country/industry
* **Presentation:** Presentation of the output is the part of the exam.
* **Proposed positions: Marketing Specialist, HR Generalist, IT Project Manager, Financial Analyst**.