

# Climbing the Ladder

## Directions:

1. Select a career field which interests you.
2. Imagine you have recently been hired to manage the human resources department in a growing company. You have been asked to develop a set of guidelines for current employee advancement within the company.
3. Using the Internet, library or any other available resources, research and gather the following information based on the career field you chose:
  - How should employees be evaluated for advancement
  - Which employment advancement options would be the most beneficial for the career field selected
  - List of at least 10 work behaviors which enhance job advancement
  - List of at least 10 qualities which enhance job advancement
4. Using the information, create a HR handbook which can be supplied to supervisors and managers to help in determining employee advancement.
5. Handbooks should include:
  - Name of company
  - Type of company
  - Number of employees
  - Organizational chart showing the various positions within the company (managers, supervisors, vacant positions, etc.)
  - What products/services are provided
  - General policies regarding advancement within the company (behaviors, qualities, determining factors, etc.)
6. Handbooks should be creative, organized, easy to understand and contain all required information.
7. Attach a citation sheet to your handbook listing all sources used.
8. Share your handbook with the class.
9. Participate in a class discussion to consider the similarities and differences of the required behaviors and qualities among the various career fields.