

Name:

Date:

Class:

Building Your Business Plan

Activity 6-3: Human Resources

Answer the following questions to create your business start-up's organization plan for human resources.

1. List your plans for hiring any employees during the first several years of operations. Explain your recruitment and hiring strategies, and describe how your company culture may impact recruitment.

Answer:

2. Explain how you plan to train your employees.

Answer:

3. Develop the company's job descriptions, and include it in the Appendices of your business plan, if applicable.

Answer:

4. If you have more than five employees, create an organizational chart and include it in the Appendices of your business plan.

Answer:

5. Address your human resources policies and how they will be communicated to employees and monitored.

Answer:

6. Describe employees' compensation structures, any benefits provided, and the associated costs to your start-up.

Answer:

7. Discuss your strategies for retaining employees. Explain how your company culture will impact employee retention.

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Answer:

8. Reference any sample human resources forms or employee contracts you created for the business. Include the forms in the Appendices of your business plan.

Answer: