**Human Resource Management (11)**

**And the Business Plan**

1. **Why is it important for a company to have an organizational structure that allows the owner to focus on long-term issues?**
2. **List some advantages of using an employment agency to fill job openings.**
3. **What would be some disadvantages of hiring freelancers and temporary workers?**
4. **How are employee relationships in a small business different from those in a large corporation?**
5. **Why is the compensation package important to potential employees?**
6. **Why is it important for you as a small business owner to have an understanding of the laws designed to protect employees?**
7. **Math: You have an open sales position in your company. You plan to offer a salary of $23,000 per year. You discover that another company with a similar sales position offers a combination plan of $12,000 per year plus a commission of 15% sales. Average sales are $90,000. Which job has the potential for higher earnings? Do you need to adjust your salary? Why or why not?**
8. **What is the difference between a Theory X manager and a Theory Y manager? Which leadership style do you think is more effective? Why?**
9. **Why do many entrepreneurs find it difficult to delegate?**
10. **Why do you think it is important to keep a written summary of a performance evaluation?**

**Business Plan Project**

**This information will help with your operations section of the business plan.**

1. **Assume your business will grow over the next year and you will need to add employees. Make a list of at least five jobs that need to be filled. Is each job a full-time job, part-time job, or temporary work? For each job write a detailed job description. Create an organizational chart for your business based on these new positions.**
2. **Write a classified advertisement for each of the jobs you will need to fill. What employee characteristics and qualifications are you seeking?**
3. **For each position, create a complete compensation package that outlines wages or salary and any non-salary benefits. Explain why you have structured the compensation package as such.**
4. **Add employee policies concerning vacation, holidays, hours, acceptable dress, and nay other employee issues to the operating procedures manual you created last chapter.**