Georgia CTAE

Human Resources Principles (6.481) (2022)

Adopted 2022

Human Resources Principles (6.481)

BMA-HRP-1. Demonstrate employability skills required by business and industry. BMA-HRP-1

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities. BMA-HRP-1.1
2. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods. BMA-HRP-1.2
3. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations. BMA-HRP-1.3
4. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity. BMA-HRP-1.4
5. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills. BMA-HRP-1.5
6. Present a professional image through appearance, behavior and language. BMA-HRP-1.6

BMA-HRP-2. Apply the basic human resources principles as they relate to managing an effective and efficient organization. BMA-HRP-2

1. Identify work strategies and organizational structures as they relate to the function of human resources, chain of command, and supervisor-manager partnership. BMA-HRP-2.1
2. Evaluate the human resource challenges and potential remedies facing supervisors in today's business world. BMA-HRP-2.2
3. Select human resource strategies to increase performance and return on investment. BMA-HRP-2.3
4. Analyze the impact of culture, environment, expectations, and technology on the role of the employee in an effective and efficient organization. BMA-HRP-2.4

Skip to main content

A-HRP-3. Examine employment law and ethics as they refer to contemporary issues in Human Resources Management. BMA-HRP-3

1. Compare employment at will versus employment contract and impact on the workplace. BMA-HRP-3.1
2. Explain the human resources role in ethics relating to harassment, workplace safety (OSHA), security of employee records, employee theft, affirmative action (EEOC), comparable work, employee privacy rights, and other forms of discrimination. BMA-HRP-3.2
3. Examine unions and collective bargaining including the negotiation process and arbitration; how they were established; and the relevance today. BMA-HRP-3.3

BMA-HRP-4. Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market. BMA-HRP-4

1. Evaluate sources of information concerning the labor market and unemployment. BMA-HRP-4.1
2. Compare recruitment sources and practices. BMA-HRP-4.2
3. Examine the Equal Employment Opportunity legislation. BMA-HRP-4.3
4. Examine the development and implementation of an affirmative action program. BMA-HRP-4.4
5. Develop a recruitment plan for a particular career area. BMA-HRP-4.5
6. Outline and simulate the application process, interview process, interview techniques for employees needed for a particular career area. BMA-HRP-4.6
7. Debate the selection of employees for a particular career area based on recruitment, application, and the application process. BMA-HRP-4.7

BMA-HRP-5. Develop a training plan for employees after investigating methods of employee training and development. BMA-HRP-5

1. Examine the principles of learning and recognize the steps involved in needs assessment. BMA-HRP-5.1
2. Differentiate factors affecting the planning and implementation of an employee-training program. BMA-HRP-5.2
3. Define the steps for implementing initial and ongoing employee training and development. BMA-HRP-5.3
4. Develop a training model for an organization training and development for employees. BMA-HRP-5.4
5. Critique the techniques used to evaluate a training program. BMA-HRP-5.5

BMA-HRP-6. Analyze the data and respond to results of job description analysis, development, and design. BMA-HRP-6

1. Examine methods of collecting job analysis information. BMA-HRP-6.1
2. Create a job description and requirements for employees and management. BMA-HRP-6.2

Skip to main content

3. Examine the significance of job description and design. BMA-HRP-6.3
4. Research the processes and techniques of writing job descriptions and write a comprehensive job description. BMA-HRP-6.4

BMA-HRP-7. Assess the performance evaluation process and its relationship to promotions and demotions. BMA-HRP-7

1. Analyze various evaluations content, format, and frequency used by existing companies for a particular career area. BMA-HRP-7.1
2. Evaluate the uses and benefits of appraisal systems from the viewpoint of the company and the employee. BMA-HRP-7.2
3. Examine how performance is measured, various measurement tools used, and the challenges to effective performance measurement. BMA-HRP-7.3
4. Assess the appraisal interview and performance improvement. BMA-HRP-7.4
5. Create an evaluation measurement that could be used for a particular career area. BMA-HRP-7.5

BMA-HRP-8. Review, develop, and compare employee compensation and company-sponsored benefits. BMA-HRP-8

1. Examine workable pay plans to include hourly wage, salary, piece-work, commission, and bonuses. BMA-HRP-8.1
2. Review employee costs to the business, including any benefits. BMA-HRP-8.2
3. Demonstrate understanding of life and health insurance plans, company sponsored retirement plans, and employee stock options. BMA-HRP-8.3
4. Differentiate between paid time off (sick leave, holidays, vacation, and compensatory time) and unpaid time off and recognize when appropriate to use. BMA-HRP-8.4
5. Investigate additional company perquisites (perks), such as fitness center, daycare, company car, company credit card, and company-sponsored discounts. BMA-HRP-8.5

BMA-HRP-9. Investigate causes for and consequences of employee disciplinary action and relative employee rights. BMA-HRP-9

1. Determine what constitutes poor performance on the job, including but not limited to attendance issues, failure to meet work quotas, and unethical behavior. BMA-HRP-9.1
2. Examine the parameters of a legal disciplinary action. BMA-HRP-9.2
3. Evaluate counseling methods and techniques and determine when each would be most effective. BMA-HRP-9.3
4. Demonstrate understanding of various methods and considerations of termination, both voluntary and involuntary. BMA-HRP-9.4

Skip to main content

5. Construct rationale for employee dismissal. BMA-HRP-9.5
6. Review the impact of labor unions and outsourcing on employee dismissal. BMA-HRP-9.6

BMA-HRP-10. Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events. BMA-HRP-10

1. Explain the goals, mission and objectives of Future Business Leaders of America. BMA-HRP-10.1
2. Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs. BMA-HRP-10.2
3. Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities. BMA-HRP-10.3
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development. BMA-HRP-10.4
5. Explore the competitive events related to the content of this course and the required competencies, skills, and knowledge for each related event for individual, team, and chapter competitions. BMA-HRP-10.5