

NAME OF THE ORGANIZATION

		OVERALL CONTRIBUTION
Student name		In %
1		
2		
3		
4		
5		
		Total: 100%

Krakow, 2025

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Name of the organization

TNR 12 (font, 1.0 spacing) with explanation (3+ sentences)

1. Short description, products and market analysis

a) Describe your organization here

The mission

The vision

Strategic goals (more than three years) :

1.

2.

Operational goals (from 1 to 3 years):

1.

2.

3.

Tactical goals (up to 1 year):

1.

2.

3.

b) Give the general range of products / services here

1.

2.

3.

4.

Contribution: #1:

#2

#3:

#4:

#5:

5.

6.

7.

8.

9.

10.

c) Describe the market characteristics for the given location, is the business a reasonable idea? Is there enough demand for the products e.i. tourists, what about inhabitants? Any competitors? What about suppliers? Use the information from the presentation prepared.

Contribution: #1:

#2

#3:

#4:

#5:

2. Seasonality

Please paste the “seasonality table” here

Do not forget about the explanation. Why do you consider such seasonal amounts of your sales?

Products	Spring	Summer	Autumn	Winter
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Explanation of seasonality impact for sales amounts:

Contribution: #1: #2 #3: #4: #5:

3. Worktime & Explanation

The calculations of full time and part time posts here, starting from the time calculations

Products/s ervices	CATEGORIZATION					TRANSFORMATION					Total D/W engage ment		
	Position #1	Position #2	Position #3	Position #4	Position #5	Summed up seasonal amounts	Daily or weekly sales	Position #1	Position #2	Position #3		Position #4	Position #5
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Total D/W engagement								TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	

Contribution: #1: #2 #3: #4: #5:

4. Organizational chart

Based on worktime, please insert the organizational chart here. The positions as presented in the chart should refer to the worktime calculations.

Contribution: #1: #2 #3: #4: #5:

5. Job descriptions

Three job descriptions needed to be put here with some obligatory elements (as indicated during the workshop):
 A. regular worker level, B. specialist level, C. managerial level

Prioritization of personal characteristics elements					
	Knowledge	Skills & Abilities	Experience	Personality	
„A“ level					100
„B“ level					100
„C“ level					100
Commentary:					
Guidelines for job descriptions					
Job title:					
Reports to:					
Duties/activities	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
Responsibility	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
Rights	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
Qualifications					
<i>Knowledge</i>	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
<i>S&A</i>	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
<i>Experience</i>	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
<i>Personality</i>	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	
Commentary:					

Contribution: #1: #2 #3: #4: #5:

6. Recruitment (announcements)

Job announcements needed (3 positions to be put here just as indicated in the section 5)

<i>Announcement for "A"</i>	<i>Announcement for "B"</i>	<i>Announcement for "C"</i>

Contribution: #1: #2 #3: #4: #5:

7. Recruitment (selection)

This part needs to be based on the material from job description and announcements (5, 6). Methods and criteria needed to be put here

Commentary:

Contribution: #1: #2 #3: #4: #5:

8. Job evaluation (performance)

3 questionnaires (tables) needed to be put here followed by the prioritization of the criteria (Efficiency criteria, Qualification criteria, Behavioral criteria, Personal criteria)

	Efficiency	Qualification	Behavioral	Personal	100%
Regular "A"					
Specialist "B"					
Manager "C"					

Explanation of criteria ranking for position "A"

Explanation of criteria ranking for position "B"

Explanation of criteria ranking for position "C"

Commentary

Contribution: #1: #2 #3: #4: #5:

10. Salaries

The table with proposed salaries to be put here including all the positions from the organizational chart and not just those representing the three levels as in previous excersises. The up to down order should result from the hierarchy in the organization

	Position	Input / Output % (Intellectual contribution vs efficiency) with list of arguments	Proposed monthly and annual amount of an employee's salary (wage) based on the explained factors i.e. responsibility.
1			
2			
3			
4			
5			
6			
7			
8			
9			

Contribution: #1: #2 #3: #4: #5:

Additional information for the project

Contribution: #1: #2 #3: #4: #5:

Contribution: #1:	#2	#3:	#4:	#5:
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Additional development form to be pasted here (table)

Additional development form to be pasted here (table)