Benchmark - Acquiring Employees. During this course, you will develop materials that support the human resource process from acquiring, developing, and leveraging on employee strengths. This project is broken into four separate assignments due in Topics 2, 3, 5, and 7. While you are only required to submit each assignment in its respective topic, you will submit a reflection assignment that provides a brief overview of the learning outcomes from your assignment feedback. In this assignment, you are conducting a needs assessment and developing two job descriptions for your current organization or a preapproved organization that you have access to interact with, in order to complete this assignment. If you are not currently in an organization, please inform your instructor of the organization you will use to complete this project. They must approve your selection prior to beginning your assignment and you must have the ability to observe employees and functions within that organization. Needs Assessment Observe and assess the state of your current organization, or another pre-selected organization. A needs assessment is necessary to identify areas for potential growth, both at the employee and organizational level. If you are not in a position to look holistically at your organization, you can focus on a department or team within the organization. Use the "Needs Assessment Matrix" resource to complete your needs assessment. You are required to analyze required functions, department or employment needs, jobs or tasks, and current trainings in order to complete your matrix and prepare for the next part of this assignment. Job Descriptions Once your needs assessment is complete, you are required to select an existing position in your organization and develop a ONE - PAGE detailed job description for that position (NURSE MANAGER) that is informed by the findings of the needs assessment. It is recommended that you take the time to conduct a job analysis and observe current employees in the selected positions to accurately depict the knowledge, skills, abilities, and other characteristics that must be incorporated into the job description. If you are unable to observe, do your best to accurately depict the specific functions of the job. Incorporate any new job roles you feel should be added to the position based on your findings. Make sure the job description is based on the needs and available resources of the organization, and that it adheres to all applicable labor laws.