Capstone Project Proposal

Project Title	Refining Employee Policies and Hiring Strategies
Project Site	Circle of Hope, Inc II
Name and Title of Supervisor	Ms. Kristen Simmons/ Ms. Maeve Tworek
Student Name and Campus	Kamellia Hyacinth, University of Wisconsin- La Crosse
Brief Project Description	Circle of Hope, Inc II provides a supportive environment for physically and developmentally disabled women. The organization faces challenges with outdated employee handbook policies and rising recruitment costs due to Indeed's pricing changes. This project aims to refine and standardize the employee handbook, develop cost-effective hiring strategies, and improve the onboarding process to enhance organizational efficiency.
Purpose	**The purpose of this project is two-fold:** 1. Improve operational efficiencies by refining the employee handbook and recruitment strategies. 2. Reduce hiring costs by analyzing Indeed's pricing changes and identifying alternative recruitment methods. 3. Develop a standardized onboarding process to ensure effective integration of new hires.
Project Objectives	**Revise and Standardize the Employee Handbook** ▪ Ensure policies are clear, legally compliant, and aligned with best practices. ▪ Define roles, responsibilities, and expectations to reduce staff turnover and improve efficiency. **Develop a Cost-Effective Hiring Strategy** ▪ Analyze how Indeed's new pricing model affects recruitment costs. ▪ Explore alternative hiring platforms and cost-saving recruitment strategies. ▪ Standardize job descriptions and interview processes for consistency. **Streamline the Onboarding Process** ▪ Develop digital or standardized onboarding checklists to ensure smooth integration of new hires. ▪ Implement feedback loops for new hires to assess onboarding and training effectiveness.
Major Tasks, Processes, and Product Deliverables	*Phase 1: Handbook Review & Refinement* ▪ Audit current employee handbook and revise policies. *Phase 2: Hiring Process Analysis* ▪ Assess Indeed's pricing changes and evaluate cost-effective alternatives. *Phase 3: Develop Recruitment & Onboarding Plan* ▪ Create hiring strategy and improve onboarding materials. *Phase 4: Implementation & Staff Training* ▪ Train HR & management on updated hiring and handbook policies. *Phase 5: Pilot & Evaluation* ▪ Track hiring cost-effectiveness and policy compliance. *Phase 6: Final Review & Adjustments* ▪ Final report and recommendations.

Methods and Modalities of Work	• **In-Person Observations and Collaboration:** Conduct biweekly site visits to assess workflow efficiency. • **Remote Development and Testing:** Digitize onboarding materials and refine hiring strategies remotely. • **Strategic Meetings:** Weekly consultations with site supervisors and stakeholders. • **Independent Research and Content Development:** Develop training materials based on best practices.

Timeline

Phase	Task	Start Date	End Date	Days
Phase 1: Handbook and Policy Refinement	Review and update employee handbook	01/28/2025	02/15/2025	18
Phase 2: Hiring Process Analysis	Assess Indeed's pricing changes and evaluate cost-effective alternatives	02/16/2025	03/10/2025	22
Phase 3: Develop Recruitment & Onboarding Plan	Create hiring strategy and improve onboarding materials	03/11/2025	03/31/2025	20
Phase 4: Implementation & Staff Training	Train HR & management on updated hiring and handbook policies	04/01/2025	04/15/2025	14
Phase 5: Pilot & Evaluation	Track hiring cost-effectiveness and policy compliance	04/16/2025	05/05/2025	19
Phase 6: Final Review & Adjustments	Final report and recommendations	05/06/2025	05/09/2025	3

Provisions for Unexpected Project Changes

1. If recruitment policy changes impact hiring strategies, alternative job platforms will be explored.
2. If staff availability affects training schedules, remote training options will be provided.
3. If cost analysis reveals unforeseen hiring expenses, recommendations will be adjusted accordingly.

Evaluation Measures for Success

1. **Hiring Cost Reduction:** Compare recruitment expenses before and after alternative hiring strategies are implemented.
2. **Employee Handbook Effectiveness:** Track policy adherence and employee satisfaction through surveys.
3. **Onboarding Efficiency:** Measure time-to-productivity of new hires through feedback and assessment reports.

Approval Section:
Capstone Site Mentor/Supervisor Signature: _____
Date: _____
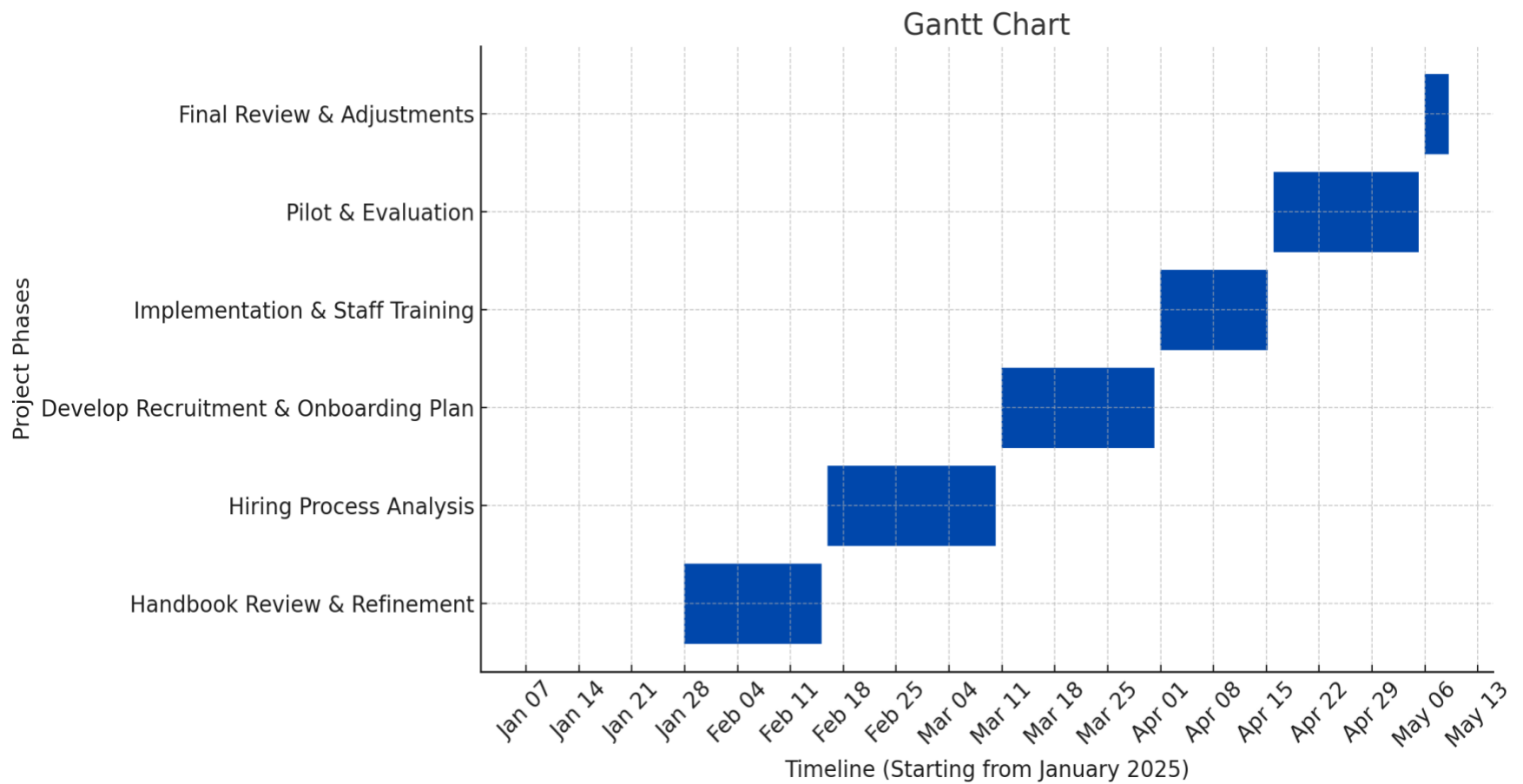**Capstone Instructor Signature:** _____
Date: _____

Figure 1 Illustrates project phases from January 2025 - May 2025, displayed in a consistent dark blue color for visual clarity