

## 2015 HR Florida Chapter Excellence Nomination Form – Workforce Readiness

	Diversity
	College Relations
	Certification
	Legislative Affairs
x	Workforce Readiness
	Membership
	Global Affairs

**Please provide the following information regarding your submission:**

- I. HR Internship Program
- II. Student Checklist/Timeline
- III.
- IV. HR Prodigy Student Name \_\_\_\_\_
- V. Program Year \_\_\_\_\_
- VI.
- VII. Students are required to bring this document to every meeting for signature and turn in a completed document in order to graduate from the program.
- VIII.

Program Requirements	Date Completed	Remarks
January – May		

<p>Orientation/HR Crash Course</p> <p>(Introduction to Human Resources and course expectations for participating students)</p>	<p>February 7, 2015</p> <p>Lowry Park Zoo</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date Attended:</p> <p>_____</p>
<p>Intern Volunteer Hours (8 hrs)</p> <p>(Documented Community Service – use form on HRTampa site; any charitable organization e.g. Metropolitan Ministries, Boys &amp; Girls Club, YMCA, Church, etc.)</p>	<p>Completed During Program Year</p>	<p>Community Service Signature Required: Volunteer Hours Log must be turned in with checklist to graduate</p>
<p>HR Tampa Meeting</p> <p>(Attendance is <u>required</u> – business attire – introduction of graduating and new students to HR Tampa members.)</p>	<p>February 18<sup>th</sup> Dinner Meeting 5:15 to 7:30</p> <p>Center Club</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date Attended:</p> <p>_____</p>

<p>HR Tampa Student College Relations Meetings</p> <p>(College student chapter meets monthly – program <u>requires attendance</u> at <u>two</u> (2) meetings during the program year)</p>	<p>Jan – Dec 2015</p> <p>Check for Monthly Events at: <a href="http://www.hrtampa.org/events/">http://www.hrtampa.org/events/</a></p> <p>And communicate with your team and mentor</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date Attended:</p> <p>_____</p>
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First HR Essay

Review and write about any concept relating to HR that interests you. You can discuss its relevance to you or the general importance to that topic within the workplace.

Possible HR subjects Include: Benefits,  
Compensation,  
Recruiting (Staffing Management),  
Diversity,  
Employee Relations,  
Ethics & Corp Social Responsibility,  
Labor Relations,  
Organization & Employee Development,  
Safety & Security,  
Technology,  
Global HR  
HR articles obtained from internet,  
magazine, newspaper.

**Essay Format:**

Name (on each essay),  
School name,  
Date Submitted,  
1 Page,  
Double Spaced,  
Using 12 font

Due to your mentor on  
April 30th

Mentor or Committee Member Signature:

\_\_\_\_\_

Date Essay Received:

\_\_\_\_\_

<p>Business Event</p> <p>Group</p> <p>Prepare to group visit to a leading company in the Tampa area.</p>	<p>USF Federal Credit Union</p> <p>May 19 2015</p> <p>5:00-7:00 p.m.</p> <p>13302 USF Palm Drive</p> <p>Tampa FL 33612</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date of Event:</p> <p>_____</p>
<p>Business Event</p> <p>Group</p> <p>Prepare to group visit to a leading company in the Tampa area.</p>	<p>Hiregy Staffing</p> <p>June 17, 2015</p> <p>5:00 – 7:00 p.m.</p> <p>---0000---</p> <p>Tampa General Hospital</p> <p>July 28 2015</p> <p>5:30 -7:00 p.m.</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date of Event:</p> <p>_____</p>
<p>June – August</p>		

<p>Business Visits</p> <p>Student is required to visit 1-2 businesses where student meets with HR Professional(s) for 1-4 hours. This can be with your mentor's place of business or another business of interest. Please call the place of business to arrange your visit in advance. Ask to meet with HR rep or manager.</p>	<p>June – August</p> <p>Complete No later than July 31<sup>st</sup></p> <p>Florida Aquarium</p> <p>JMI Resources</p> <p>Boys &amp; Girls Clubs of Tampa Bay</p>	<p>HR Professional Name:</p> <p>_____</p> <p>HR Professional Signature:</p> <p>_____</p> <p>Date of Event:</p> <p>_____</p>
<p>September – December</p>		
<p>Business Event</p> <p>Group</p> <p>A pre-arrange group visit to a leading company in the Tampa area.</p>	<p>Coca-Cola Bottle</p> <p>September 23 2015</p> <p>4:30 – 6:30 p.m.</p> <p>Brandon</p> <p>October 2015 (TBD)</p> <p>Chromalloy Casting</p> <p>Essay due if you did not submit prior to Oct.</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date of Event:</p> <p>_____</p>

<p>Second HR Essay:</p> <p>Topic – What did You gain from participating in this program?</p> <p>Essay Format:</p> <p>Name (on each essay),</p> <p>School name,</p> <p>Date Submitted,</p> <p>1 Page,</p> <p>Double Spaced,</p> <p>Using 12 font</p>	<p>Due October 30th</p>	<p>Mentor or Committee Member Signature:</p> <p>_____</p> <p>Date Essay Received:</p> <p>_____</p>
<p>Final Business Meeting/Presentations</p> <p>= Graduation Ceremony</p> <p>(Students may bring 2 guests)</p>	<p>February 2016</p> <p>Location/Date TBD</p>	

IX.

X.

**XI. Quantitative Results:**

Workforce Readiness of HR Tampa has partnered with the Hillsborough County School System (HCSS), the eighth largest school system in the United States to launch its first Human Resources (HR) Scholarship and Educational Program called, “The HR Prodigy Group.” HR Tampa has partnered with high schools in disadvantaged communities and has presented its HR curriculum

to high school students while offering a Scholarship Program to eleventh grade students who are in the process of making postgraduate decisions regarding their futures.

Those interested in the scholarship program must complete a rigorous application, which includes submittal of an essay, achieving a GPA of 3.0 or better, and letters of reference from their educators. Participants are required to successfully complete a 12-month program to be eligible for a scholarship. Once accepted into the scholarship program, the students are assigned a mentor who assists and encourages them throughout program. Participants are required to attend one HR Tampa meeting as well as visit a variety of organizations that have partnered with our program in order to learn how HR supports every business. Participants must also volunteer at a charitable organization. These requirements offer our participants foundational understanding of the importance of HR in our communities. The Scholarship program concludes with a ceremony acknowledging the scholarship winners.

An article and pictures are attached which highlight the most recent graduation of the students from the program year 2014-2015 along with the new students entering the 2015-2016 HR Prodigy group.

The HR Prodigy program is in its fifth year of existence. Since 2011, 40 students have participated of which 10 students were the recipients of \$9000.00. Scholarship range from \$1500 to \$500 each and are designated from college course expenses during the student's first year in college. Fundraising efforts have included corporate sponsorships with a number of businesses, Tampa Bay Higher Education Alliance who have funded three \$1500 scholarships, donations from the HR Tampa membership and special events – Zumba Party.

Professional partnerships for 2015 include Lowry Park Zoo, Boys & Girls Clubs of Tampa Bay, USF Federal Credit Union, Tampa General Hospital, Florida Aquarium, Coca-Cola Bottle Company and Chromalloy Casting. As shown in the 2015 HR Internship Program Student Checklist attached, the events, experience and knowledge provided by each HR Professional presenting these business is invaluable to the students from a business prospective as well as a career incentive.

## **XII. Qualitative Results:**

The HR Prodigy Group is committed advancing our profession from the earliest possible impact and is building a solid foundation from which HR leaders can educate and mentor high school level students and advance our profession in the community regardless of the career path that is taken by the student. The HR Prodigy Group purposely focused on disadvantaged communities where a legitimate and rarely discussed gap between economically challenged students and students from more affluent communities exist.

The HR Prodigy Group educational focus introduces the fundamentals of the Human Resources profession at a pivotal time in a person's life when they are beginning to work, makes educational choices, and make life choices that are going to be impacted by their understanding of Human Resources. The HR Prodigy Group scholarship program is bridging the gap between high school students with an interest in the field Human Resources and the College Chapter of HR Tampa. "The HR Prodigy Group" Scholarship Program aims to foster a relationship that begins at the high school level, progresses into the college level and transitions our participants understanding of Human Resources in every business sector locally and globally. In addition, successful participants are able gain a scholarship demonstrating The HR Prodigy's commitment to their future.

The HR Prodigy Group was created with the goal of driving education while advancing our profession from the earliest possible impact in a person's life. By educating students with specific tools and awareness, we provide participants and high school students with a solid advantage over those who have not had a benefit of a Human Resources professional's insight and mentorship.

The HR Prodigy Group's Educational and Scholarship program has had the same goals since its inception in 2010. The program educates and establishes a foundational relationship between the Human Resources profession and students in disadvantaged communities providing them with a better understanding of the potential success they may have by understanding the tools the HR curriculum provides. The program engages students and offers the advancement of the HR profession through the fostering of relationships with students at the high school level and encourages the relationship through college and beyond.

Since 2011 we have been able to meet and exceed our goals. This is demonstrated through a series of accomplishments in both established metrics and solidified relationships that have continued since 2010. In 2011 The HR Prodigy Group was awarded the highest chapter excellence award, The Ruby Award through HR Florida State Council. Most recently, The HR Prodigy Group was granted the highest honor in that the HR Curriculum praised by Hillsborough County was submitted to the Florida Department of Education and will be added to the 2015 DECA and CSR student curriculum statewide. This demonstrates that the Florida school board also found the HR Curriculum highly creditable and an added value to the educational development of their student and career path endeavors.

Forty scholarship participants who have graduated from high school of which four have chosen college majors in Human Resources. Their decision to pursue Human Resources as their career path was a direct result from participating in The HR Prodigy Group.

The HR Prodigy Group has increased the number of students accepted into the program. The scholarship participants participating annually have increased to 13, the largest number accepted into our program since its inception. Participants from previous years have assisted in providing positive feedback to future participants by discussing their own experiences in the classroom. We have often had student and mentor co-presenters. Again, solidifying the relationship and positive advancement of our profession in the community.

The HR Prodigy Group has retained the six original business leaders in Tampa who have continued their commitment annually due to the proven value it provides to them. The businesses participating have increased from six to ten and every year more Human Resources professionals from HR Tampa request to join as committee members and mentors because they too can see the incredible value and impact that The HR Prodigy Group brings to our profession and community.

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The group has focused on our goals to be met by the best measurement of effectiveness which is The HR Prodigy Group's growing participation and its impact outside of the immediate Tampa community. When legitimate educational organizations at the County and State level recognize and are inspired to take action based on the gap The HR Prodigy Group has identified and has filled by the HR curriculum being presented, then there is a clear answer that, yes, the program is effective.

There is an increase in the number of students annually who are participating. There is an increase in the number of schools requesting the HR Curriculum presentation in their classrooms. There is an increase in the number of organizations who have partnered with The HR Prodigy Group. There has been an increase in sponsorship funds for scholarships. Most importantly, the program has impacted students so highly that they have made a choice of Human Resources as their educational path in college.

In 2015 the HR curriculum created by HR Tampa's The Prodigy Group will be implemented statewide through DECA and CSR classes. The HR Prodigy Group will continue foster relationships that advance our profession through education and effective programs such as this one.

The HR Prodigy Group can honestly say that everyone who participates from committee member to student benefits from the relationships that are being created. The best way, however, to share who has benefited from our program is to allow one of our scholarship winners, Caitlin Evans, to share her thoughts on the program. Caitlin was a scholarship winner for 2012 year and received \$1000 scholarship.

"I never knew about all of the many aspects of Human Resources, nor did I know how fulfilling it truly was. Now that I'm almost at the end of my human resources internship, I couldn't be happier with my experiences and memories from over the past year of being an intern. While I was in the internship, it opened up so many doors for me. I also gained some very valuable contacts that will help me guide my way through my future of success. Being in HR isn't just about evaluating job performances, doing payroll, or terminating someone. It's about a lot more than that. To me, it's about helping to improve someone else's life. Being in this internship has shaped me in so many ways. It has improved my academic focus, improved my punctuality, and made me see the workforce through a more experienced and intelligent eye. I couldn't have

asked for a better experience than what I have received. HR is truly the backbone of any successful business. Thank you for the opportunity you have given me.”

The HR Prodigy Group’s Educational and Scholarship Program is deserving of the Excellence Award because we have demonstrated excellence in advancing the HR profession by creating awareness with or supporting key constituents including workplace, government and regulatory representatives, employers, schools, media and the community at large. The HR Prodigy Group developed, implemented, and has successfully focused on key issues such as inclusion, diversity, or workforce readiness. The HR Prodigy Group and HR Tampa are supporting our younger generation in their desire and commitment to attend college through our scholarship program and are educating them at the most pivotal time in their lives-high school. In essence, The HR Prodigy Group embodies the spirit of what "Advancing the Profession-ATP" is all about.





## A Special Day-The Workforce Readiness HR Prodigy Program

On February 7<sup>th</sup>, 2015, the HR Tampa Workforce Readiness Committee convened at the Lowry Park Zoo for an auspicious occasion. This was an opportunity to meet the 2015 HR Prodigy Intern candidates and pay tribute and reward the 2014 scholarship recipients.

Debby Erdahl was at the helm of this event and serving Director of the Workforce Readiness committee. For anyone who knows Debby, they also know that she leaves no stone unturned...ensuring the day's event ran like clockwork. Decorations were in place, refreshments were available and the setting was perfect for the gathering.

All committee members arrived with enthusiasm and prepared to make this a special event for the new intern candidates and a memorable one for the past year's recipients. A special thanks to Julie Hover, Paycor, who negotiated and secured the Lowry Park Zoo location for the day's event. The park staff were extremely supportive by providing the committee a rather interesting classroom filled with little creatures and educational displays of different types of animals.

Each guest was greeted with a warm welcome and a smile by Carolyn Eagen, Omnia Group, when they first arrived to the location. An elegant sign-in table was set up outside the classroom with flowers and décor to symbolize the honor given to being a selected candidate with the HR Prodigy program.

The Human Resource professional team consisting of Angel Barton, Director of College Relations and Stephanie Ertel, who have over 30 years of combined expertise delivered a motivating presentation to the six new interns that summarized the working parts of the Human Resources field. Both were able to share some real world experiences that added to the vitality of the presentation.

Marie Haskins, AMI Kids and Michael Levy, Verify Marketing Background, also supported the day's event by presenting their respective roles with the Workforce Readiness committee and ensuring the event is remembered with lots of photos available at <http://bit.ly/HRProdigyEvent>.

The morning kicked off with the welcoming of seven new interns for 2015, Arletis Alfonso (Leto); Deedrick Daniels (Chamberlain); David Docobo (Robinson); Patrice Henry (Tampa Bay Tech); Shakaria Leonard (Tampa Bay Tech); Karyna Mejia (Robinson) and Clara Valencia (Chamberlain). They were greeted with refreshments, a brief introduction and welcoming from each committee member and the Human Resources educational presentation.

Marie Haskins guided the group through the curriculum designed to explore the inner workings and activities to gain hands-on experience of Human Resources in the field. Interns are expected to do business visits, community service volunteering and write essays about their experiences throughout the year. Upon completing the curriculum, the candidate is expected to have a greater understanding of the world of work and better insight to the Human Resources profession.

The second half of the day paid tribute to the 2014 HR Prodigy recipients, Jennifer Mattingly (\$1500 award), Ashley Parker (\$1000 award) and Matt Lenhart (\$1000 award) who were each awarded with a

monetary gift for their high level of efforts in completion of the program. They were accompanied by their parents making the day all the more special and the award presentation significant.

As each recipient was recognized, they had an opportunity to share their experience of the year and what the HR Prodigy program has provided to them both professionally and personally. Afterwards, all guests enjoyed lunch giving everyone a chance to mingle and get to know the committee and each other.

Over the course of the year the 2015 HR Prodigy intern candidates will be expected to demonstrate the same level of commitment as those the year before. Although each candidate will be evaluated at the end of the year for their own merits, they have been paired up with a volunteer mentor who will help guide them through the program's curriculum.

As an end result, the Workforce Readiness program has identified a small group of high school students who are asking for leadership to help them learn, prepare and integrate into the world of work. The HR Tampa Workforce Readiness committee answered to that call by developing the HR Prodigy program. In today's society; HR Tampa recognizes the essential need to be vigilant in the community by supporting progressive programs that make a difference--the Workforce Readiness program does just that.

The year ahead has the students involved with volunteer hours, HR Tampa Student College Relations Meetings, Business Events attended as a group to local businesses – Florida Aquarium, Hiregy, Chromalloy Casting, USF Credit Union, and Tampa General. Also included with their program, they will individual visit one or two businesses to spend a couple of hours to learning about the business and the function that HR plays in the business operations. As a part of the scholarship consideration, they will each have two essays due during the course of the year which pertain to concept relating to HR that interest them and the relevance to them and the general importance within the workplace.

The HR Prodigy Group has an exciting and educational year ahead. The committee and students express our sincere appreciation to the membership of HR Tampa for the continued interest and support of this valuable opportunity to introduce the field of Human Resources to them and provide scholarship funding and support to their college education and professional development.

HR Internship Program

Student Checklist/Timeline

HR Prodigy Student Name \_\_\_\_\_

Program Year \_\_\_\_\_

Students are required to bring this document to every meeting for signature and turn in a completed document in order to graduate from the program.

Program Requirements	Date Completed	Remarks
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