

HRSim

Student Quick Start Guide

2020-2021

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HRSim Student Quick Start Guide by Knowledge Companion, LLC

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HRSim Student Quick Start Guide

This *HRSim Student Quick Start Guide* will help you quickly get started with the HRSim, and will walk you through the basic steps for registering, logging in, and using the simulation. We are delighted to have you as a participant, and know that your learning experience will be a positive one.

Use Mozilla Firefox or Google Chrome

The simulation software runs exclusively over the Internet so there are no special requirements for the type of computer required. A working printer connection is required to print manual sections, the decision worksheet, and quarterly simulation reports.

The simulation software was developed to be used with the Mozilla Firefox or Google Chrome Internet browsers that can be downloaded for free. **Please Note: Due to incompatibilities with other browsers (such as Internet Explorer), the software may not operate correctly unless Firefox or Chrome are used.** This is especially true for the simulation quizzes and peer reviews that you will be asked to complete.

Due to their popularity and functionality, Firefox and Chrome are likely to be in use at your organization. If you do not have Mozilla Firefox or Google Chrome on your computer, you may download them for free at www.mozilla.com or www.google.com/chrome. If you have any trouble with downloading these programs, please contact a System Administrator for assistance. In any case when you encounter any problem, please email info@knowledgecompanion.com and let us know about the problem. We strive to provide rapid resolution for all software and product issues.

Form Companies

Your instructor registers your class for the simulation and indicates the number of companies that will participate in the game. A list of company codes, one for each company, is then sent to the instructor. The instructor forms companies, or may allow your class to form companies on its own, and then provides each company with a specific and unique sign-up code.

Register for the Simulation

1. To sign up for the simulation, open Mozilla Firefox or Google Chrome and type in hrsimulations.com. Every student must register individually because the simulation will generate scores that may comprise part of your grade and/or your instructor may base exam questions on simulation content.

The Registration and Login screen appears as shown in Figure 1.



Figure 1

2. Click **New Student**.

The New Student Account registration screen appears (Figure 2). Type in your **Registration Code** (obtained from the instructor), **First Name**, **Last Name**, **Email**, and **Password**. Click **Continue** when you are finished entering your information.

Knowledge Companion
Human Resource Simulations for Teaching and Learning

Please complete the New Student account form below.
(* indicates required fields)

RegistrationCode:*

First Name:*

Last Name:*

Email:*

Password:*
(6-20 characters, no spaces)

Confirm Password:*

Type in your Registration code (obtained from your Instructor), First Name, Last Name, Email, Password.

Click Continue when done entering information

Figure 2

Note that if you have purchased a voucher from your bookstore, there will be an intermediate step prior to accepting the End User License Agreement and you will not be taken through PayPal since you have already paid through your bookstore. This is shown in Figure 2a below. Enter your voucher code in the appropriate box and click Continue. **If you are using a voucher, please skip the next section on Paying with PayPal.**

Knowledge Companion
Human Resource Simulations for Teaching and Learning

Please choose between paying via PayPal or paying by entering the bookstore voucher number which you have already purchased from your bookstore.
(* indicates required fields)

Pay via PayPal

Use prepaid voucher

Voucher#*

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Contact us at info@knowledgecompanion.com

Figure 2a

Paying via PayPal (Skip this section if you are using a bookstore voucher!)

PayPal allows you to pay with either your PayPal account or most credit cards.

PayPal does not accept Debit Cards with PIN Numbers. A few students have reported problems with regular Debit cards. Knowledge Companion does not have any access to credit card or debit card information used with PayPal, and as such we cannot resolve these issues. If you have an issue with the PayPal process you will need to contact PayPal by going to www.paypal.com and scrolling to the bottom to click “Contact” and then following their procedure for getting in touch with them.

If you are paying via PayPal, do the following:

- Check the radio button next to **Pay via PayPal** and click **Continue**. The **End User Software Agreement** screen (Figure 4) appears where you can click **Buy Now** to invoke the PayPal process (shown in Figure 5) to purchase the simulation.



Figure 4

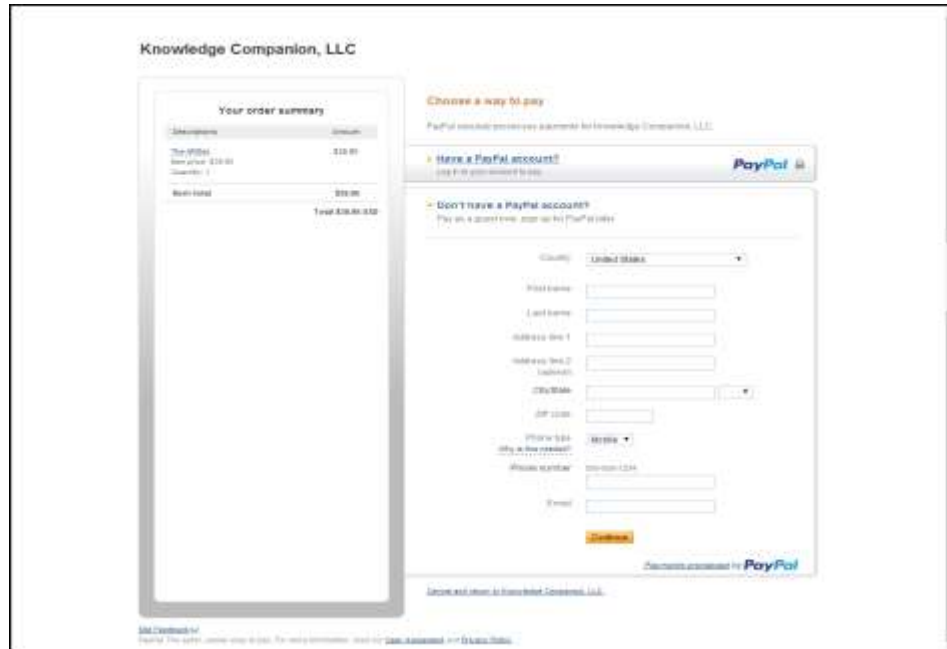


Figure 5

Confirmation of Simulation Registration

A confirmation email from Knowledge Companion will be sent to you upon completing your registration either using PayPal or a bookstore voucher.

Please register well in advance of any assignment given by your instructor in order to avoid any potential delay. Again, if you have any issue please contact us at info@knowledgecompanion.com. We provide 24 hour turnaround on student inquiries, please plan accordingly.

Logging in to the Simulation

Once you receive confirmation on your registration, you can login to the simulation.

1. Type hrsimulations.com.
2. At the Knowledge Companion Home Page (Figure 6), type your **Email** and **Password**.
3. Click **Login**.



Figure 6

Your **Student Home Page** appears. An example is shown in Figure 7.



Figure 7

Accessing Your Course

To access your course, do the following:

- Click on the **Course name** (provided by your instructor). In Figure 7 above, the course name is “HRMGMT 206,” and it is listed in the Course column.

You are taken to your **Course Home Page** (example shown in Figure 8). Click **Change** to begin entering decisions for your course.

NOTE: Each week, you are required to enter decisions to different scenarios regarding “your” company. Your instructor may provide information on the scenarios ahead of time or may notify the class of the scenarios to be solved at the start of your class time. You will click on the link labeled CHANGE, read the scenario provided and choose an answer. You will do that for each of the ICP and PRACTICE lines listed on the screen. If you are happy with the decisions, you can go review your Company Report found under the Course Reports drop-down menu. You are free to make changes to your decisions up until the point your instructor indicates is the cut-off time (or once your instructor “runs” the simulation to advance to the next quarter).

Note on this page you have access to company reports, scheduled quizzes and peer reviews, and student course material.



Figure 8

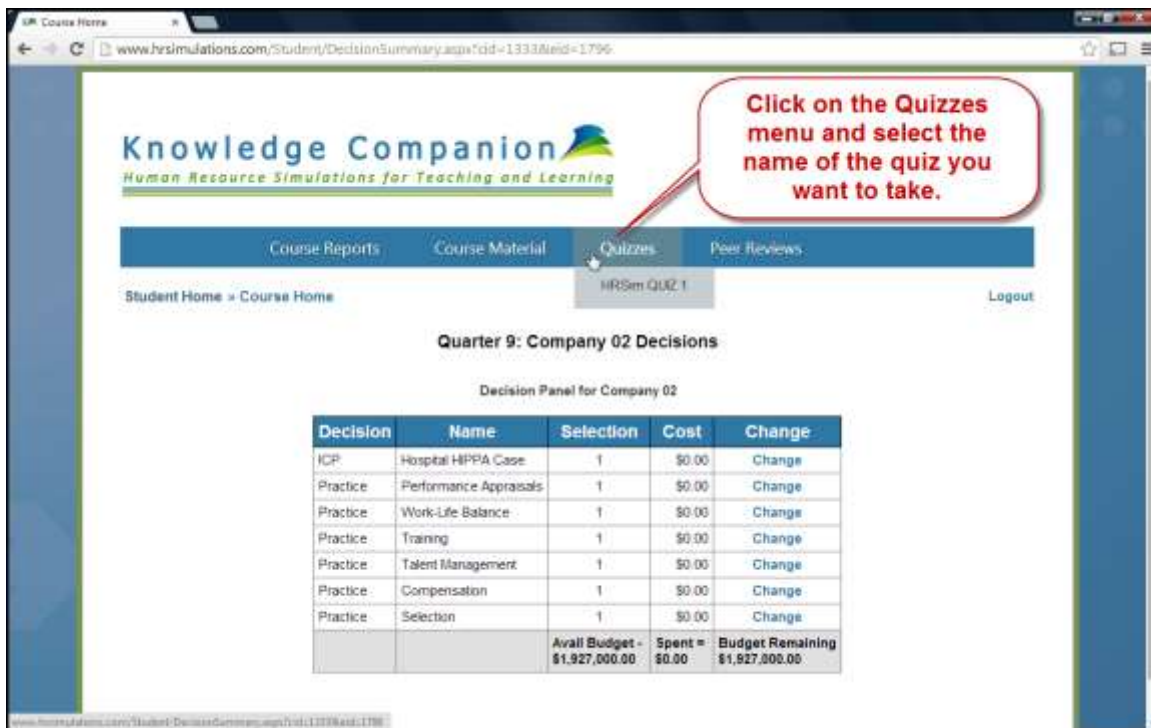
Accessing Your Documentation

You can read the documentation, including Practice and ICP content from the Student Manual, by selecting that from the drop-down Student Materials.

Taking Quizzes

Refer to your course schedule to see if your instructor has assigned a quiz and if so when you will be required to take HRSim Quiz 1 and/or Quiz 2.

- You can access your quizzes by clicking on the **Quizzes** menu on your Student Home Page and selecting the name of the Quiz from the drop-down menu (Figure 9).
- HRSim Quiz 1 and Quiz 2 will cover a variety of information in Chapters 1-5 in the HRSim Student Manual.



The screenshot shows the Knowledge Companion website interface. At the top, there is a navigation bar with the following menu items: Course Reports, Course Material, Quizzes, and Peer Reviews. A red callout box points to the Quizzes menu with the text: "Click on the Quizzes menu and select the name of the quiz you want to take." Below the navigation bar, there is a breadcrumb trail: Student Home > Course Home. The main content area displays "Quarter 9: Company 02 Decisions" and a "Decision Panel for Company 02". This panel contains a table with the following data:

Decision	Name	Selection	Cost	Change
ICP	Hospital HIPPA Case	1	\$0.00	Change
Practice	Performance Appraisals	1	\$0.00	Change
Practice	Work-Life Balance	1	\$0.00	Change
Practice	Training	1	\$0.00	Change
Practice	Talent Management	1	\$0.00	Change
Practice	Compensation	1	\$0.00	Change
Practice	Selection	1	\$0.00	Change
		Avail Budget =	Spent =	Budget Remaining
		\$1,927,000.00	\$0.00	\$1,927,000.00

Figure 9

The Quiz Introduction screen appears (Figure 10) where you can begin taking the quiz.



Figure 10

Entering Decisions

To enter decisions, do the following:

- The Decision **Panel** on the **Course Home Page** (shown previously on Figure 8) is where you will make choices for each ICP and Practice decision type.
- Click on **Change** in the Change column. (For this example, Employee Ethics is the ICP.)

You are taken to the **Employee Ethics** (in this example) screen (Figure 11). Unselect **Option 1** and make your selections from among the possible options. Click **Submit** when finished.

Employee Ethics

CEO Paula Chilton was irate. "\$1,100? In one month? That's completely out of line in any case! You'd better tell me more."

"Yes," Marcia replied, "but technically speaking we could perhaps spell out personal calls more clearly."

"Unbelievable," Paula frowned. "Next are we going to issue a policy that says don't take pens home from the office? I tell you this is basic ethics and common sense!"

"There's more," Marcia continued. "Her internet usage is outside the boundaries of our typical research databases. It appears to be a lot of shopping for her upcoming trip to her mother's and vacation item purchases as well. So we decided to take a look at this across the company and to evaluate our internet records as well, and we found that there are issues in other departments with both personal calls and internet usage."

"So what are we talking here? Give me an aggregated number then," Paula exclaimed.

Marcia then wrote down a number on a piece of paper and slid it across the table to Paula. Paula shook her head as she read the number and tucked the paper into her pocket. She picked up the phone and called Donna Gomez, head of accounting. "Donna, are you free for the next hour? Good, get your gear and meet me in the parking lot in ten minutes. I want to play racquetball and I'll reserve a court. See you in ten."

"Marcia, thanks for alerting me to this. Frankly if I were making this decision alone this minute, I'd simply fire anyone who has abused phone or internet usage for personal use, but I realize there may be other ways to handle this. Please have your team review the situation and develop some alternative recommendations."

Marcia asked your team to review possible approaches for clarifying the issues in this area. Since the HR budget has constraints, however, your team will need to consider each suggestion's **impact on KPIs and BRs**.

- Option 1**
Cost: \$0.00
Choose none of the ethics options.
- Option 2**
Cost: \$25,000.00
Fire Judy for lying. This incident must serve as a warning to all employees that this includes some amount of the costs for replacing the employee.
- Option 3**
Cost: \$10,000.00
Inform Judy and other employees who have been abusing phone privileges that they will have to pay back the costs, and then withhold these amounts from their next paychecks.
- Option 4**
Cost: \$10,000.00
Support Judy in her time of need. Overlook the lying and abuse, assuming it was due to stress and family issues and taking into consideration her excellent work of late. Separately issue a blanket policy that clarifies personal phone and internet use.
- Option 5**
Cost: \$30,000.00
Create a task force with various managers and employees to investigate and inform the company of this situation. Explain clearly the large aggregate costs. Get feedback from employees and managers on their reaction. Develop a clear policy regarding phone and internet use. Add this information to the company's ethics statement and employee handbook.

Unselect Option 1 and choose from among one or more of the other options

Click Submit when done

Submit Cancel

Figure 11

Running the Simulation and Adjusting Ongoing Strategy

After you have submitted your decisions, you are returned to the **Student Home page**. Go ahead and view your Game Report to confirm that your decisions are completed as you preferred. After all companies have entered their decisions for investments in HR Practices and ICPs, the instructor “runs” the simulation. Running the simulation computes the impact of all companies’ decisions and investments on the KPIs and BRs for that quarter and generates feedback (Corporate Communication and Industry Report) for every company on the quarter’s results. The reports are accessed on the Student Home page under Course Reports, as shown below in Figure 12.



The screenshot shows the Knowledge Companion interface. At the top, the logo reads "Knowledge Companion" with the tagline "Human Resource Simulations for Teaching and Learning". Below the logo is a navigation menu with "Course Reports" selected. A red callout box points to the "Review Corporate Communication" option in the dropdown menu, with the text: "Check your Corporate Communication by selecting Review Corporate Communication from the Course Reports menu". Below the menu is the "Decision Panel for Company 02" which contains a table of decisions and budget information.

Decision	Name	Selection	Cost	Change
ICP	Hospital HIPPA Case	1	\$0.00	Change
Practice	Performance Appraisals	1	\$0.00	Change
Practice	Work-Life Balance	1	\$0.00	Change
Practice	Training	1	\$0.00	Change
Practice	Talent Management	1	\$0.00	Change
Practice	Compensation	1	\$0.00	Change
Practice	Selection	1	\$0.00	Change
		Avail Budget -	Spent =	Budget Remaining
		\$1,927,000.00	\$0.00	\$1,927,000.00

Figure 12

Checking Corporate Communication

As each quarter is completed, it will be important for you to check your Corporate Communication (see instructions below). Corporate Communications provide valuable information that may influence your decisions. You can access your Corporate Communication by clicking on the **Course Reports** menu on your Student Home Page and selecting Review Corporate Communication from the drop-down menu (Figure 13).



The screenshot displays the Knowledge Companion interface. At the top, the logo reads "Knowledge Companion" with the tagline "Human Resource Simulations for Teaching and Learning". Below the logo is a navigation bar with four options: "Course Reports", "Course Material", "Quizzes", and "Peer Reviews". The "Course Reports" option is highlighted. Below the navigation bar, the breadcrumb trail shows "Course Home » Review Corporate Communication" and a "Logout" link. The main heading is "Company 02 Corporate Communication". Underneath, it says "Corporate Communication". The content is organized into sections, starting with "Quarter 1". The text describes various corporate decisions and their impacts:

- Quarter 1**
 - The Selection decision to use work sampling and assessment centers. In addition to testing knowledge of trends is reportedly yielding some excellent new hires. We are getting an excellent picture of each candidate's true KSAs and hiring managers as well as team members are very pleased with these results.
 - The Training decision to cut costs by using a hard copy Employee Handbook instead of face-to-face newcomer orientation is leaving new employees feeling isolated. This past month we saw a spike in turnover in people who had been here less than 90 days. This voluntary turnover has annoyed hiring managers who are in need of people.
 - The Talent Management decision to fund only 10% of staff was met with mixed reactions. The CEO thought it was a decent step in the right direction, but the staff had a pretty negative reaction. A number of them indicated they now question eGS commitment to them over the longer term.
 - The Performance Appraisal decision to include effectiveness of appraisals in managers' performance criteria is helpful. One employee commented that she was surprised this was not already the case.
 - The Compensation decision to focus on COLA instead of variable incentives has the company divided into several camps. Some employees like the COLA adjustments since it gives them a sense of safety. Others still express a desire to be more connected to the success of the company. Many managers don't like this decision because they feel it is just not exciting enough for them to feel like a real part of the company team.
 - The Work/Life Balance decision to reduce business travel can by providing or renting several rooms equipped with video conferencing technology is being very well received. Managers and employees have long maintained that not only does this reduce costs to clients, but it will create much less disruption of employees' lives! Several employees have offered to volunteer to put the rooms together and get the equipment set up.
 - The decision to create a task force with various managers and employees to investigate and inform the company of this situation was met with strong approval from all employees. Sam Richards, CFO, gave the presentation in his usual semi-comedic fashion. When he explained clearly the large aggregate costs, employees were amazed and the point was nicely driven home. Employees really appreciated this approach, calling it "a very professional way to handle a delicate topic." Sam gave Judy a nice pat on the back and paid her complement about one of her successful projects, as he headed out.
 - The decision to immediately implement a sexual harassment investigation process, document all the findings and take action as the facts warrant, is being viewed as the right thing to do by most employees. Even some of Tomas' supporters indicated that "Yeah, it's about how women react to the behavior, how they interpret it." Tomas whined that "he never meant to create a negative environment." When asked why he didn't stop when he knew it was not appreciated he shrugged and said "it was funny, doesn't anyone laugh around here?" Then he shrugged his shoulders and left.

Figure 13

Checking Game Report

Your Game Report will show you a record of your KPIs and BR, as well as your investment totals made each quarter, along with which decisions you made and your current Rank. An example Game Report is shown in Figure 14 below.

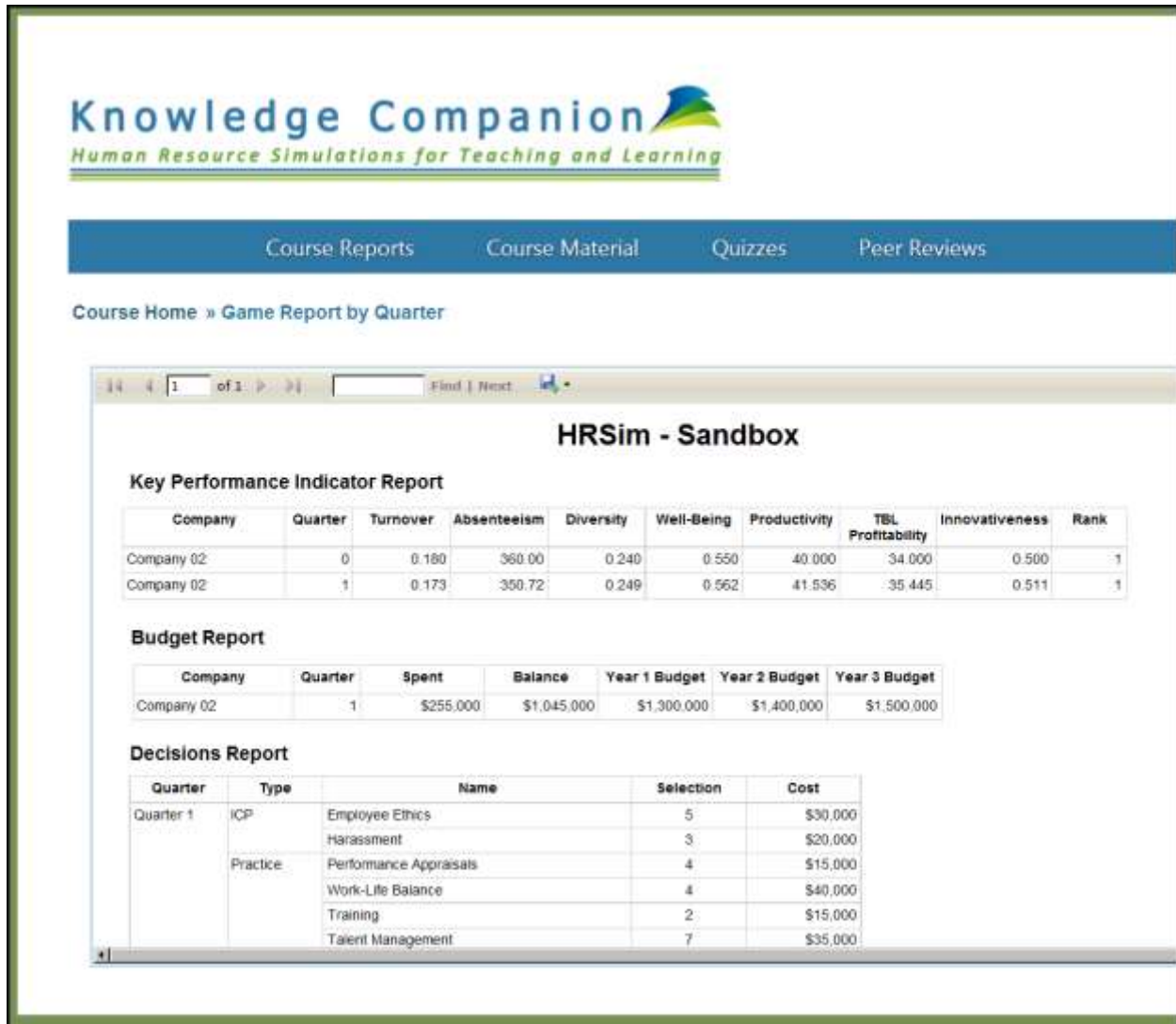


Figure 14

Reconsidering Strategy and Decision Making

By using a combination of the reports, you are able to evaluate how well you did by considering

1. Whether you were over or under budget
2. How much you increased or decreased your KPIs and BRs
3. How the employees, managers and executives are reacting to the decisions you made, and
4. How well you ranked compared to the previous quarter.

The combination of these reports simulates what an HR Manager or advisor to HR should be considering, and enables a re-consideration and re-planning of strategy and decision making. You repeat this process over the quarters, and strive to improve KPIs, BRs and Corporate Communication results each new quarter.

Contact us at info@knowledgecompanion.com with questions. While we endeavor to provide rapid support, please allow 24 hour turnaround on support requests.