# RSS Mock HR & Management Communication Exercise Pack (Fillable)

Instructions: Complete each section by typing directly into the fields below. Use professional tone and complete sentences. Save this document and upload it to the LMS or email it to the HR training inbox.

## Candidate 1: Advance to Onboarding

Name: Jordan Miles

Role: Event Security Guard – AKA Sorority Leadership Forum (Anaheim Convention Center)

Availability: July 6–15

Experience Summary: 3 years event security, CPR/First Aid certified, strong communication, reliable transportation.

Status: Advance

### Activity 1 – Email to HR

Type your email below:

Subject Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Body:

### Activity 2 – Email to Management

Type your email below:

Subject Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Body:

## Candidate 2: Hold Pending Compliance

Name: Crystal Vega

Role: Lobby Security – Corporate Client (Downtown L.A.)

Availability: Weekdays, 7 am–3 pm

Experience Summary: Friendly and respectful, but lacks corporate security experience. Guard card expired 8/2024.

Status: Hold

### Activity 3 – Email to HR

Type your email below:

Subject Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Body:

### Activity 4 – Update the Tracker

Use the table below to record tracker updates for both candidates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate | Role | Event/Site | Compliance Verified | Status | Tracker Note |
| Jordan Miles | Event Security Guard | AKA Sorority Leadership Forum | Yes / No | Advance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Crystal Vega | Lobby Officer | Downtown LA Corporate Client | Yes / No | Hold | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |