Team Number: _____

Time: _____

Rank: _____

ADMINISTRATIVE SUPPORT TEAM (255)

REGIONAL – 2014

Dedicated to the memory of Deborah Paul

Production Portion:

Job 1: Memo _____ (200 points)

Job 2: Flyer _____ (200 points)

Job 3: Spreadsheet _____ (200 points)

Job 4: Presentation _____ (200 points)

TOTAL POINTS _____ *(800 points)*

Failure to adhere to any of the following rules will result in disqualification:
1. **Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
2. **No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.**
3. **Electronic devices will be monitored according to ACT standards.**

No more than ten (10) minutes orientation
No more than 90 minutes testing time
No more than ten (10) minutes wrap-up

Grading/Scoring Rubric

Contestant Numbers_____

JOB	CRITERIA	POINTS POSSIBLE	POINTS
Job 1 – Memo **200 Points**	**Production**	**0 errors = 100 points** **1 error = 90 points** **2 errors = 70 points** **3+ errors = 0 points**	
	Content—All **Information Included**	**0-100 points** **(-10 for each omission)**	
Job 2 – Flyer **200 Points**	**Production**	**0 errors = 100 points** **1 error = 90 points** **2 errors = 70 points** **3+ errors = 0 points**	
	Content—All **Information Included**	**0-50 points** **(-5 for each omission)**	
	Design/Creativity	**0-50 points**	
Job 3 – Spreadsheet **200 Points**	**Production**	**0 errors = 100 points** **1 error = 90 points** **2 errors = 70 points** **3+ errors = 0 points**	
	First Printout **• Sorted by Budget Amt.** **• Centered Vert. & Horiz.** **• #'s Formatted w/o dec.** **• Font Sizes** **• Borders**	**50 points** **(-10 for each)**	
	Second Printout **• Gridlines** **• Row & Column** **Headings** **• C5:C11 Formula** **• B12 Formula** **• C12 Formula**	**50 points** **(-10 for each)**	
Job 4 – Presentation **200 Points**	**Production**	**0 errors = 100 points** **1 error = 90 points** **2 errors = 70 points** **3+ errors = 0 points**	
	Content/Composition— **All Information Included**	**0-25 points** **(-5 for each omission)**	
	First Printout **(6 slides per page)**	**25 points**	
	Second Printout **(Outline)**	**25 points**	
	Design/Creativity	**0-25 points**	
TOTAL POINTS	███████████	*800 Points Possible*	

GENERAL INSTRUCTIONS

1. Make certain this test booklet contains Jobs 1-4.

2. Correct all errors. Copy is graded for errors according to production standards.

3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. **Key your contestant number and job number in a footer on all documents in the lower left-hand corner of all work submitted.**

    Example   99-9999-9999
                   Job 1

4. Jobs may be completed in any order. When turning in your completed work, place your scoring sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed. Draw a line through any incorrect copies; place work to be graded first.

5. If you finish before the end of the testing time, notify the administrator of the contest. Time may be a factor in determining the winner in the event of a tie.

CONTEST INSTRUCTIONS

The Human Resources Department of Professional Business Associates, under the leadership of Julie Smith, has been asked to develop an Employee Orientation and Training Program. All new hires will attend new-hire training sessions and employees will attend training sessions as needed.

As members of the team, it will be your assignment to create, design, and produce the following materials for Professional Business Associates in preparation for the Employee Orientation and Training Program.

Job 1—Memo

Using the following information, prepare an appropriate memo, from Julie Smith, informing the Human Resources Department about the initial Employee Orientation and Training Program meeting. (A flyer will be attached to the memo when it is distributed to the department.)

Information to include:
- Meeting date: March 3, 2014
- Place: Conference Room A
- Time: 9:00 a.m.
- Brainstorm new-hire training ideas
- Discussion of the "Top Ten Ways to Turn Off a New Employee"
- Purposes of orientation
- Survey results of past training sessions
- Develop icebreaker games
- Orientation budget
- Suggestions???

Job 2—Flyer

Using the following information, prepare an appropriate flyer promoting the Purposes of Orientation, which will be attached to the memo in Job 1. You may use the graphics stored on the flash drive provided.

Purposes of Orientation

New-Hires:
- Reduce Startup Costs
- Reduce Anxiety
- Reduce Employee Turnover
- Save Time for Supervisors
- Develop Realistic Job Expectations, Positive Attitudes and Job Satisfaction

Employee Training:
- Make sure the need for this training and development opportunity is understood
- Provide training that is really relevant to the skill you want the employee to attain
- Favor employee training and development that has measurable objectives and specified outcomes

When designing the flyer, be sure to use a variety of the following, yet maintain a professional look:

- √   Graphics/Clipart
- √   Borders
- √   Symbols
- √   Bullets
- √   Fonts

Job 3—Spreadsheet

Prepare a spreadsheet of the Employee Orientation and Training Budget (as shown below).

- Row 1, 2, & 4 should be bold
- Row 1 should have a larger size font than the rest
- Sort in ascending order by the Budgeted Amount
- Create a formula in C5:C11 that finds the Percent of Budget
- Create a formula in cells B12 and C12 that finds the total of each respective column
- Format all numbers without decimals
- Print the spreadsheet:
    - Centered vertically and horizontally
    - Without gridlines or row and column headings
- Print the spreadsheet:
    - With row and column headings
    - With formulas showing

	A	B	C
1	**Professional Business Associates**		
2	**Employee Orientation and Training Budget**		
3			
4	**Program**	**Budgeted Amount**	**Percent of Budget**
5	Recruiting	$5,000	
6	On-the-Job Training	10,000	
7	Mentoring	5,000	
8	New-Hire Orientation	15,000	
9	Materials	7,500	
10	Supervisor Training	5,000	
11	Safety Training	10,000	
12			
13			

Job 4—Presentation

Using the flyer prepared in Job 2, prepare a presentation for the initial Employee Orientation and Training Program meeting. The information listed below should also be incorporated into the presentation. You may use the graphics provided. The information was found in the Human Resources section on the About.com website. (Please do not simply copy the information on the slides. Use the information to create visually appealing slides.)

- Proper orientation can help the employee get up to speed much more quickly, thereby reducing the costs associated with learning the job.
- Proper orientation helps to reduce anxiety that results from entering into an unknown situation. It also helps provide guidelines for behavior and conduct, so the employee doesn't have to experience the stress of guessing.
- Orientation shows that the organization values the new employee and helps provide the tools necessary for succeeding in the workplace.
- The better the initial orientation, the less time supervisors and co-workers will have to spend teaching the employee.
- It is important that employees learn as soon as possible what is expected of them, and what to expect from others, in addition to learning about the values and attitudes of the organization.
- Do a thorough needs and skills analysis to determine the real need for employee training and development.
- Provide information for the employee about why the new skills, skill enhancement, or information is necessary.
- Whenever possible, connect the employee training to the employee's job and work objectives.
- Ascertain that the content leads the employee to attain the skill or information promised in the objectives.

Presentation Guidelines:
- 12 slides
- Introduction Slide
- Closing Slide

Print:
- Printout 1: Handout (6 slides per page); put your contestant number and job number as a footer
- Printout 2: Outline view