



ADMINISTRATIVE SUPPORT TEAM (255)

REGIONAL – 2014

Dedicated to the memory of Deborah Paul

Production:

| | | |
|----------------------------|-------|----------------------------|
| Job 1: Memo | _____ | (200 points) |
| Job 2: Flyer | _____ | (200 points) |
| Job 3: Spreadsheet | _____ | (200 points) |
| Job 4: Presentation | _____ | (200 points) |
| <i>TOTAL POINTS</i> | _____ | <i>(800 points)</i> |

Judges/Graders: Please double check and verify all scores and answer keys!

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Workplace Skills Assessment Program competition.



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

MEMORANDUM

TO: Human Resources Department
FROM: Julie Smith, Human Resources Manager
DATE: (Current Date)
SUBJECT: Initial Employee Orientation and Training Meeting

Note to grader: The body of the memo must include the following information:

- 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???

Contestant Number

Attachment

Refer to Grading/Scoring Rubric for point breakdown.

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant #
Job 1



Job 2—Flyer

Graders: Flyer will vary according to creativity and layout. Check for complete information. Graphics stored on the flash drive provided may be used.

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

Refer to Grading/Scoring Rubric for point breakdown.

Footer should contain contestant number and job number. If all or part is missing count as one error.



Job 3—Spreadsheet

First Printout:

Professional Business Associates Employee Orientation and Training Budget

| Program | Budgeted Amount | Percent of Budget |
|----------------------|-----------------|-------------------|
| Recruiting | \$5,000 | 9% |
| Mentoring | 5,000 | 9% |
| Supervisor Training | 5,000 | 9% |
| Materials | 7,500 | 13% |
| On-the-Job Training | 10,000 | 17% |
| Safety Training | 10,000 | 17% |
| New-Hire Orientation | 15,000 | 26% |
| | <u>\$57,500</u> | <u>100%</u> |

Second Printout:

| | A | B | C |
|----|---|------------------------|--------------------------|
| 1 | Professional Business Associates | | |
| 2 | Employee Orientation and Training Budget | | |
| 3 | | | |
| 4 | Program | Budgeted Amount | Percent of Budget |
| 5 | Recruiting | 5000 | =B5/\$B\$12 |
| 6 | Mentoring | 5000 | =B6/\$B\$12 |
| 7 | Supervisor Training | 5000 | =B7/\$B\$12 |
| 8 | Materials | 7500 | =B8/\$B\$12 |
| 9 | On-the-Job Training | 10000 | =B9/\$B\$12 |
| 10 | Safety Training | 10000 | =B10/\$B\$12 |
| 11 | New-Hire Orientation | 15000 | =B11/\$B\$12 |
| 12 | | <u>=SUM(B5:B11)</u> | <u>=SUM(C5:C11)</u> |
| 13 | | | |

Refer to Grading/Scoring Rubric for point breakdown.

Contestant # ←
 Job 3

Footer should contain contestant number and job number. If all or part is missing count as one error.



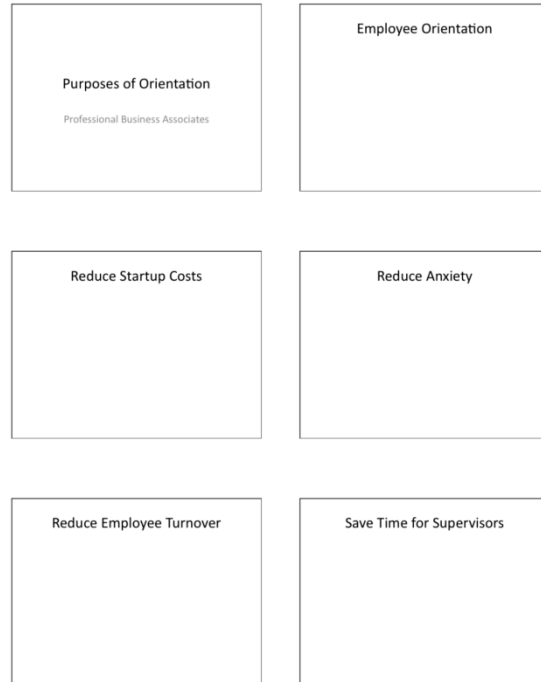
Job 4—Presentation

First Printout:

- The slides should be printed 6 per page
- Total of 12 slides

Note to Graders:

The format and content will vary.
Graphics provided may be used.



Second Printout:

- Purposes of Orientation
Professional Business Associates
- Employee Orientation
- Reduce Startup Costs
- Reduce Anxiety
- Reduce Employee Turnover
- Save Time for Supervisors
- Develop Realistic Job Expectations
- Training and Development Opportunity
- Context
- Relevant Training
- Measurable Objectives
- Thank You

Refer to Grading/Scoring Rubric for point breakdown.

Footer should contain contestant number and job number. If all or part is missing count as one error.

Contestant #
Job 4