



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2014

FINAL

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

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Case Study

Jennifer, an employee of Professional Business Associates, prides herself on being current in fashion trends. In order to meet company dress code and appear professional in front of her manager, Jennifer ensures she arrives at work and attends staff meetings in full professional attire. However, when she's in the shared work space she often removes her blazer to be more comfortable. When doing so her tattoo, which is located in a provocative location, is revealed. Jennifer is quick to put her blazer back on when her manager checks in.

At the desk next to Jennifer sits Bobb, who has developed a friendly relationship with Jennifer. He often teases Jennifer about her next tattoo and where its location will be. Adjacent to Bobb is Larry. Larry is aware of Jennifer's lack of following the dress code at all times and is concerned with Bobb and Jennifer's working relationship and conversation topics.

What steps should Larry take to ensure workplace policies are being followed and office professionalism is maintained?

Solution—Topics may be found in the PBA *Human Resources Manual* (HRM)

See Dress Code page 17 of the HRM.

See Reporting page 12 of the HRM.

Possible reference to Harassment Policy page 11 of the HRM.

See Disciplinary Action Policy page 14 of the HRM.

JUDGING PROCEDURE

- The contestant will be provided 30 minutes to develop the presentation. Notes will be made on the note card provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the *Human Resources Manual*, along with one note card for note taking, may be used in the preparation room.
- ONLY the note card may be used in the presentation room. The *Human Resources Manual* may NOT be used during the presentation.
- Contestants will be introduced by contestant number.
- The contestants will speak before a panel of judges and a timekeeper.
- The presentation will be no less than five (5) minutes and no more than seven (7) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at seven (7) minutes; followed by judges' questions not to exceed three (3) minutes.
- Contestants should be dismissed upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

Please double-check and verify all scores!