

Contestant Number: _____

Time: _____

Rank: _____

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FINAL
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HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2014

FINAL

TOTAL POINTS

_____ (160)

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.**

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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?

Note:

You may use the Human Resources Manual for Professional Business Associates to assist you in your research and preparation.