



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2014

PRELIMINARY

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

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Case Study

Patrick is a member of the Payroll Department at Professional Business Associates. Payroll is prepared the 25th of every month. It is vital for all department members to be present at that time, not allowing for any paid time off the 3 days prior to the 25th. Within the last year, Patrick has violated this policy twice. After winning a local radio station concert give-away, Patrick attends the concert despite not having written approval violating the Payroll Department's operation for a third time.

What steps need to be taken to address Patrick's violations?

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

See Paid Time Off (PTO) page 20 of the HRM.

See Disciplinary Actions page 14 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!