

HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2015

PRELIMINARY

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

Lauren was recently hired at Professional Business Associates. Her best friend, Natalie, has been employed by Professional Business Associates for the past three years. Lauren and Natalie now work in the Marketing Department with their work spaces adjacent to each other. Coworkers have been overhearing them use work time to gossip about personal and professional issues, as well as, individuals. Some of the gossip could be deemed threatening and dishonest toward others within the organization.

As a coworker who has witnessed this behavior, what is the process you would take to address this situation following the guidelines in the Human Resource Manual?

Note:

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