

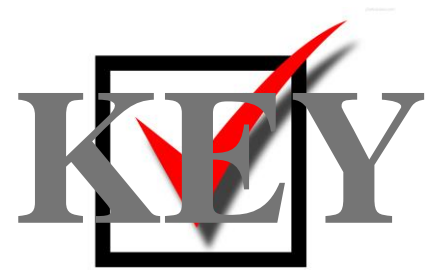
# HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2015

FINAL

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

Property of Business Professionals of America.  
May be reproduced only for use in the Business Professionals of America  
*Workplace Skills Assessment Program* competition.



### **Case Study**

David, an employee in the Finance Department, has recently completed a 12-month tour of duty and returned to civilian status. Prior to this tour of duty, he was employed by Professional Business Associates for over three years.

What steps does David need to take in order to return to his position at Professional Business Associates? Use the guidelines in the Human Resource Manual to formulate your response.

Solution—Topics may be found in the PBA Human Resource Manual

**See Military Leave page 23-24 (Reemployment clause) 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 Resource 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 three (3) minutes and no more than five (5) 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 five (5) 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!**