

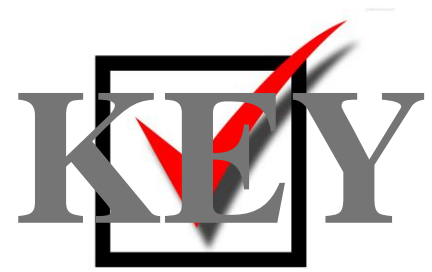
HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2015

PRELIMINARY

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

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Workplace Skills Assessment Program competition.



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?

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

See Open Communication Policy page 9 of the HRM.

See Standards of Conduct page 12-13 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!