

# HUMAN RESOURCE MANAGEMENT (535)

## REGIONAL – 2016

### 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**

As Human Resource Manager at Professional Business Associates, you have become aware that your coworker Angie has borrowed funds from petty cash when she is short before payday. She has explained to you that she always pays it back. Angie is currently in her probation period of employment, but her performance has been very good. How would you address this situation?

***Note:***

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