

# HUMAN RESOURCE MANAGEMENT (535)

**REGIONAL – 2016**

**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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*Workplace Skills Assessment Program* competition.

## **Case Study**

Brooklyn was recently hired in the Financial Department at Professional Business Associates. Her best friend, Alayna, has been employed by Professional Business Associates in the Marketing Department for the past three years.

Natalie, a coworker, has a mutual friend who saw a Facebook post that Brooklyn had posted and tagged Alayna in regarding a clip of an email that was sent from an administrator at work. Both Brooklyn and Alayna had commented about the post.

As the Human Resources Manager, you have become aware of this situation and were given a copy of the post from Natalie. The post was done at 9:30 a.m. during the work day. How would you address this situation? Use the *Human Resource Manual* as your guide.