



# HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2016

PRELIMINARY

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

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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.

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

- **See Confidential Information page 10**
- **See Workplace Policies page 16**
- **See Standards of Conduct page 12-13**
- **See Social Media Policy page 18**

### **JUDGING PROCEDURE**

- The contestant will be provided 20 minutes to develop the presentation. Notes will be made on the note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the *Human Resource Manual*, along with three note cards for note taking, may be used in the preparation room.
- ONLY the note cards 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. **Contestants may continue to wear their name badges.**
- 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!**