



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2017

FINAL

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

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Case Study

As the Human Resources Department Manager at Professional Business Associates, you have become aware that Roger, a veteran employee with 16 years of experience, has been illegally downloading music on the company computer during company time. Using the *Human Resources Manual* draft a proposal of how you would handle this situation.

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

- See **page 12 Standards of Conduct**
- See **page 14 Disciplinary Actions**
- See **page 16 Computer Software (Unauthorized Copying)**
- See **page 16 Computers, Electronic Mail, and Voice Mail Usage Policy**
- See **page 26 Property and Equipment Care**

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.
- Cell phones may not be used in the preparation room.
- Only the *Human Resources 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 Resources 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!