

HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2017

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.**

Property of Business Professionals of America.

May be reproduced only for use in the Business Professionals of America

Workplace Skills Assessment Program competition.

Case Study

Michael and Trisha are employees of Professional Business Associates and both work in the Financial Services Department. Michael and Trisha had a meeting scheduled in the conference room to discuss a new technology being implemented. During the meeting, Michael discloses to Trisha that another employee in their department has been harassing one of their coworkers. Michael is positive that the harassment has been taking place for quite some time. The harasser, however, is also one of Michael's very good friends.

He asks Trisha to please not share this information outside of this meeting. Utilizing the *Human Resources Manual* as a guide, describe what the best actions are for Trisha to take.

Note:

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