



# HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2017

PRELIMINARY

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

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## 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.

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

- See **page 9 Open Communication Policy**
- See **page 10 Confidential Information**
- See **page 11 Harassment Policy**
- See **page 12 Reporting**
- See **page 12 Standards of Conduct**

## 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!**