



**HUMAN RESOURCE MANAGEMENT**

(535)

**REGIONAL 2022**

**FINAL**

**Presentation Points \_\_\_\_\_\_\_\_\_\_ (140 points)**

**Specification Points \_\_\_\_\_\_\_\_\_\_ (20 points)**

**TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (160 points)**

**Preparation Time: 20 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Contestant must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**Description:**

Assess interpretation of personnel policies and knowledge of human resource management.

**Regional Final Key Scenario:**

Bobby is a project manager and supervises a team of 15 people. It is nearing the end of the last workday before the Christmas break, and he overhears a heated discussion by two employees arguing about packing supplies. As Bobby investigates, he notices that the office supply cabinet has been conspicuously depleted of essential packing materials including tape, scissors, labels, and bubble wrap. It appears that the office packing tape dispensers are also missing. Unsure of how to proceed, Bobby contacts the Human Resources Manager for assistance.

As the Human Resources Manager, how would you handle this situation? In your solution, include recommendations using your *Human Resources Manual* as a guide.

**A contestant will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

**Contestants who do not submit an entry that follows this topic will be disqualified.**

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

* See At-Will Employment – page 9
* See Open Communication Policy – page 9
* See Unacceptable Activities – pages 12-13
* See Disciplinary Actions – page 14
* See Termination – page 27