



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL – 2018

PRELIMINARY

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

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Case Study

Shelly is an employee of Professional Business Associates in the Administrative Support Department. One of Shelly's responsibilities as an Administrative Assistant is to process all incoming and outgoing mail. Every Friday, she records the ending balance of the postage meter. Over the past several weeks, she has noticed that when she returns on Monday, the value has significantly decreased from the recording on Friday. One Monday morning recently, Shelly discovered a co-worker's personal mail jammed in the postage machine, and it was dated with the Sunday date.

Shelly comes to you to share her concerns. As a Human Resource Manager, how would you handle this situation? Use your *Human Resources Manual* as a guide.

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

- See pages 12-13—Unacceptable Activities
- See page 14—Disciplinary Actions
- See page 16—Computers, Electronic Mail, Voice Mail Usage Policy
- See page 26—Housekeeping, Property and Equipment Care, and Security

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!