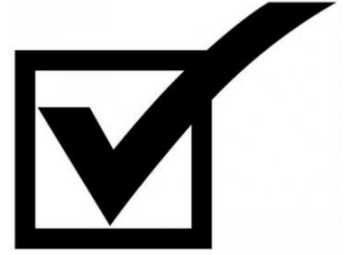


**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential



INTEGRATED OFFICE APPLICATIONS

(215)

REGIONAL 2026

PRODUCTION

| | |
|---------------------|---------------------------|
| Job 1: Spreadsheet | _____ (150 points) |
| Job 2: Presentation | _____ (150 points) |
| Job 3: Database | _____ (150 points) |
| Job 4: Memorandum | _____ (100 points) |
| TOTAL POINTS | _____ (550 points) |

Test Time: 90 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.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-4.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Contestant ID in any occasion you would normally key your reference initials.
5. In the lower **right** hand corner of ALL work submitted (unless otherwise specified), key your Contestant ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

| PRODUCTION STANDARDS | |
|----------------------|------------|
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

| <i>Job 1 - Spreadsheet</i> | <i>Possible Points</i> | <i>Points Awarded</i> |
|--|-------------------------------|------------------------------|
| Data input correctly (follows production standards) 0 errors – 80 points, 1 error – 72 points, 2 errors – 56 points, 3 errors – 40 points, 4+ errors – 0 points | 80 | |
| Title in cell A1 merged & centered from A1-D1 | 5 | |
| Title font Times New Roman size 16, all other Times New Roman 12 | 5 | |
| Column headings bold and centered | 5 | |
| Rows 2 and 4 blank | 5 | |
| Total row has word “total” in all caps, bold, right aligned, and sum in D12 bolded | 5 | |
| Currency format with 0 decimal places used in cells D5 and D12, and number format with 1000 separator used in other cells in column D (no dollar signs) | 5 | |
| Right align amounts in column D (not column headings) | 5 | |
| Left align entries in columns A, B, C (not column headings) | 5 | |
| Outside border placed around entire spreadsheet (including the title) | 5 | |
| Light gray background 2 across rows 5, 7, 9, 11 | 5 | |
| Contestant ID# and Job# in right footer | 5 | |
| Printed in portrait orientation, centered vertically and horizontally on page | 5 | |
| Print spreadsheet displaying sum formula in landscape orientation, scaling to fit to one page | 10 | |
| Job 1 Total | 150 | |
| <i>Job 2 – Presentation</i> | | |
| Data input correctly (follows production standards) 0 errors – 100 points, 1 error – 90 points, 2 errors – 70 points, 3 errors – 50 points, 4+ errors – 0 points | 100 | |
| Slide 1 (title slide) includes Julie Smith’s department on separate line | 5 | |
| Enumerated list used in Slide 3 | 5 | |
| Spreadsheet from Job 1 inserted into Slide 7 | 20 | |
| Slide 7 and 8 do not include bullets | 5 | |
| Contestant ID# and Job# in right footer | 5 | |
| Printed 4 slides per page horizontal handouts | 5 | |
| Printed text outline of presentation | 5 | |
| Job 2 Total | 150 | |
| <i>Job 3 – Database</i> | | |
| Data input correctly (follows production standards) 0 errors – 60 points, 1 error – 54 points, 2 errors – 42 points, 3 errors – 30 points, 4+ errors – 0 points | 60 | |
| Table entitled <i>Employee Onboarding Process Timeline</i> | 10 | |
| All data is visible in printout | 10 | |
| Table printed in Landscape orientation | 10 | |
| Contestant ID# in separate record of table (may or may not print in last row) | 10 | |
| Job 3 Total | 100 | |

| | | |
|---|------------|--|
| <i>Job 4 – Memorandum</i> | | |
| Production Standards 0 errors – 100 points, 1 error – 90 points, 2 errors – 70 points, 3 errors – 50 points, 4+ errors – 0 points | 100 | |
| Merge codes inserted in memorandum as indicated in key | 10 | |
| Print 1: Printed memorandum displaying merge codes | 20 | |
| Print 2: Printed memorandum to Julie Smith with accurate merged fields | 20 | |
| Job 4 Total | 150 | |
| TOTAL | 550 | |

Job 1: Spreadsheet

Print 1

| Employee Onboarding Process Budget | | | |
|---|----------------------------|----------------------|-------------------------|
| Task | Department Assigned | Deadline Date | Estimated Budget |
| Develop training materials | Administrative Support | June 30, 2026 | \$10,000 |
| IT coordination/software | Information Technology | June 30, 2026 | 25,000 |
| Create welcome materials | Marketing | August 31, 2026 | 5,000 |
| Develop online portal | Information Technology | June 30, 2026 | 15,000 |
| Prepare employee benefits packets | Human Resources | August 31, 2026 | 7,500 |
| Develop employee onboarding events | Human Resources | August 31, 2026 | 10,000 |
| Develop itemized budget | Financial Services | September 30, 2026 | 5,000 |
| TOTAL | | | \$77,500 |

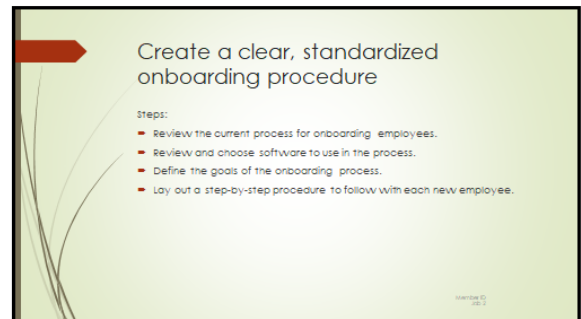
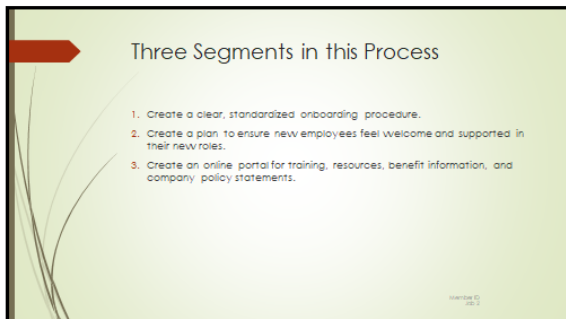
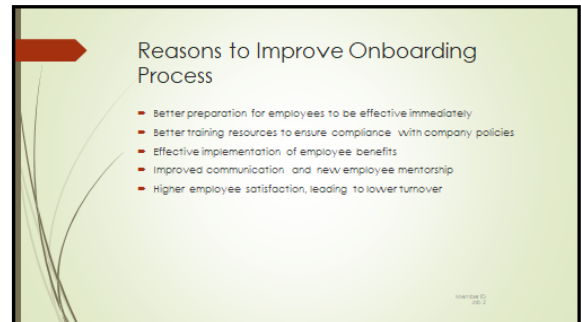
Print 2

| Employee Onboarding Process Budget | | | |
|---|----------------------------|----------------------|-------------------------|
| Task | Department Assigned | Deadline Date | Estimated Budget |
| Develop training materials | Administrative Support | June 30, 2026 | 10000 |
| IT coordination/software | Information Technology | June 30, 2026 | 25000 |
| Create welcome materials | Marketing | August 31, 2026 | 5000 |
| Develop online portal | Information Technology | June 30, 2026 | 15000 |
| Prepare employee benefits packets | Human Resources | August 31, 2026 | 7500 |
| Develop employee onboarding events | Human Resources | August 31, 2026 | 10000 |
| Develop itemized budget | Financial Services | September 30, 2026 | 5000 |
| TOTAL | | | =SUM(D5:D11) |

Note to Graders: Don't count off if students have random numbers for the date. They used the date format.

Job 2: Presentation

Print 1 – Handouts, four per page horizontal



Create a plan to ensure new employees feel welcome and supported in their new roles

Steps:

- Create a mentorship plan to implement with each new hire, assigning employee a mentor on day one.
- Design an updated presentation for new employee orientation.
- Coordinate new employee standard memo that designates who employees should contact for various questions and concerns.

Create an online portal for training, resources, benefit information, and company policy statements

Steps:

- Coordinate with the Information Technology Department to develop online portal for new employees.
- Prepare materials to be included in portal, including employee benefit information, company policies, training links and videos, and other resources.

Proposed Budget

| Employee Onboarding Process Budget | | | |
|------------------------------------|------------------------|--------------------|------------------|
| Task | Department Assigned | Deadline Date | Estimated Budget |
| Develop training materials | Administrative Support | June 30, 2026 | \$10,000 |
| IT coordination software | Information Technology | June 30, 2026 | 25,000 |
| Create welcome materials | Marketing | August 31, 2026 | 5,000 |
| Develop online portal | Information Technology | June 30, 2026 | 15,000 |
| Prepare employee benefits packets | Human Resources | August 31, 2026 | 7,500 |
| Develop employee onboarding event | Human Resources | August 31, 2026 | 10,000 |
| Develop itemized budget | Financial Services | September 30, 2026 | 5,000 |
| TOTAL | | | \$77,500 |

Questions?

Contact me with any questions that may arise.

Julie Smith, Manager
Human Resources Department
jsmith@alpha-solutions.com

Print 2 – Text Outline of Presentation

1/5/2025

- 1 ☐ **Improving Digital Solutions Employee Onboarding Process**
Julie Smith, Manager
Human Resources Department
- 2 ☐ **Reasons to Improve Onboarding Process**
 - Better preparation for employees to be effective immediately
 - Better training resources to ensure compliance with company policies
 - Effective implementation of employee benefits
 - Improved communication and new employee mentorship
 - Higher employee satisfaction, leading to lower turnover
- 3 ☐ **Three Segments in this Process**
 1. Create a clear, standardized onboarding procedure.
 2. Create a plan to ensure new employees feel welcome and supported in their new roles.
 3. Create an online portal for training, resources, benefit information, and company policy statements.
- 4 ☐ **Create a clear, standardized onboarding procedure**

Steps:

 - Review the current process for onboarding employees.
 - Review and choose software to use in the process.
 - Define the goals of the onboarding process.
 - Lay out a step-by-step procedure to follow with each new employee.
- 5 ☐ **Create a plan to ensure new employees feel welcome and supported in their new roles**

Steps:

 - Create a mentorship plan to implement with each new hire, assigning employee a mentor on day one.
 - Design an updated presentation for new employee orientation.
 - Coordinate new employee standard memo that designates who employees should contact for various questions and concerns.
- 6 ☐ **Create an online portal for training, resources, benefit information, and company policy statements**

Steps:

 - Coordinate with the Information Technology Department to develop online portal for new employees.
 - Prepare materials to be included in portal, including employee benefit information, company policies, training links and videos, and other resources.
- 7 ☐ **Proposed Budget**
- 8 ☐ **Questions?**

Contact me with any questions that may arise.

Julie Smith, Manager
Human Resources Department
smithi@digitalsolutions.com

1

Contestant ID
Job 2

Job 3: Database

| First Name | Last Name | Department | Responsibility | Deadline |
|------------|-----------|------------------------|---|--------------------|
| Edna | Renick | Administrative Support | development of training materials | June 30, 2026 |
| Harvey | Rosen | Financial Services | development of an itemized budget | September 30, 2026 |
| Julie | Smith | Human Resources | preparation of employee benefits packets and development of onboarding events | August 31, 2026 |
| Roger | Meyer | Marketing | creation of welcome materials | August 31, 2026 |
| Tom | Carlson | Information Technology | IT coordination and development of online portal | June 30, 2026 |

Contestant ID should be entered under the First Name column as a separate record in this table.

Job 4: Memorandum

Print 1 – Memorandum with Merge Codes

MEMORANDUM

TO: «First_Name» «Last_Name»

FROM: Nancy Wells, CEO *or* Chief Executive Officer

DATE: Current Date

SUBJECT: Employee Onboarding Process Responsibilities

Digital Solutions is embarking on a new employee onboarding process to introduce new employees to our organization. This new process will streamline the way in which we provide orientation, training, and development of new employees to ensure that these new team members understand the culture, goals, and vision of Digital Solutions.

As a follow-up to our meeting of last week, we now have a project management plan and timeline for creation and implementation of the employee onboarding process. Each department will play a role in this process, and as manager of the «Department» Department, you and your team will be responsible for «Responsibility».

The entire process will be implemented by the end of this fiscal year, but there are various deadline dates for specific tasks, as some roles will rely upon completion of other steps in the process before finalizing their task. The deadline date for the «Department» Department's role is «Deadline». This is a strict deadline, and your responsibility must be completed by this date.

Thank you in advance, «First_Name», for recognizing the importance of the onboarding process, ensuring that our new employees feel prepared and aligned with the organization's goals, setting us up for long-term success and employee retention.

(Contestant ID)

Contestant ID
Job 4

Job 4: Memorandum

Print 2 – Memorandum to Julie Smith (Merged)

MEMORANDUM

TO: Julie Smith

FROM: Nancy Wells, CEO *or* Chief Executive Officer

DATE: Current Date

SUBJECT: Employee Onboarding Process Responsibilities

Digital Solutions is embarking on a new employee onboarding process to introduce new employees to our organization. This new process will streamline the way in which we provide orientation, training, and development of new employees to ensure that these new team members understand the culture, goals, and vision of Digital Solutions.

As a follow-up to our meeting of last week, we now have a project management plan and timeline for creation and implementation of the employee onboarding process. Each department will play a role in this process, and as manager of the Human Resources Department, you and your team will be responsible for preparation of employee benefits packets and development of onboarding events.

The entire process will be implemented by the end of this fiscal year, but there are various deadline dates for specific tasks, as some roles will rely upon completion of other steps in the process before finalizing their task. The deadline date for the Human Resources Department's role is August 31, 2026. This is a strict deadline, and your responsibility must be completed by this date.

Thank you in advance, Julie, for recognizing the importance of the onboarding process, ensuring that our new employees feel prepared and aligned with the organization's goals, setting us up for long-term success and employee retention.

(Contestant ID)

Contestant ID
Job 4