



BUSINESS
PROFESSIONALS
of AMERICA
Giving Purpose to Potential

HUMAN RESOURCE MANAGEMENT (535)

REGIONAL 2026

FINAL Judge Key

Preparation Time: 20 minutes

DESCRIPTION

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

REGIONAL FINAL SCENARIO

Sarah, an employee in the Marketing Department at Digital Solutions (a medium-sized technology firm that develops and sells software, hardware, and services), has been using company-issued computers and email accounts to engage in personal business outside of working hours. Sarah has been managing a side business using company resources, including sending out marketing emails for her personal venture. Some employees have reported seeing Sarah engaged in these activities during office hours as well. Roger Meyer, her department manager, was unaware of the situation until recently and has now reached out for assistance. How should this issue be addressed, considering Digital Solutions' acceptable use of company resources and the company's expectations for professional behavior?

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

EVENT GUIDELINES

1. Prep Room Details

- As a team of judges, create two to three questions to ask at the end of each presentation. *Make sure to ask the same questions to every team.* See potential judge questions below.
- The contestants will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The contestants will be provided twenty (20) minutes to develop the topic. Notes will be made on the three (3) note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the three (3) note cards from the preparation room can be used in the presentation. *Human Resources Manual* may not be used during the presentation.

2. Presentation Details

- Contestants will be introduced by Contestant ID. **Contestants may continue to wear their name badges.**
- Contestants will present before a panel of judges and timekeeper.
- The length of the event 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 speech will be stopped at five (5) minutes.

3. Judge Details

- Contestants should be dismissed after the judges' questions are finished.
- **There can be no ties between the top ten (10) contestants.** It is the responsibility of the judges to break any ties.

- The administrator will fill out the 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 the administrator all Judges' Rating Sheets, Judge Evaluation Sheets, and contest materials.
- No audience is allowed in the contest room.

SOLUTION—Topics may be found in the [*Human Resources Manual*](#):

- What Digital Solutions Expects From You - Page 8
- Open Communication Policy - Page 9
- Standards of Conduct - Page 12
- Disciplinary Actions - Page 13
- Computers, Electronic Mail, and Voice Mail Usage Policy - Page 16
- Employee Assistance Program - Page 21

POTENTIAL JUDGE QUESTIONS

1. How can Digital Solutions ensure that all employees are aware of the policies regarding the use of company resources?
2. What disciplinary actions are appropriate according to the HR Manual if Sarah's behavior does not improve after multiple warnings?
3. How might Sarah's misuse of company resources affect the reputation and productivity of Digital Solutions?
4. If Sarah is struggling with balancing her side business and her job, what resources could HR provide to help her manage both responsibilities?

FINAL STEPS

Double-check and verify all scores.