

Contestant ID: _____

Time: _____

Rank: _____



HUMAN RESOURCE MANAGEMENT (535)

REGIONAL 2026

PRELIMINARY

Preparation Time: 20 minutes

GENERAL GUIDELINES

Failure to follow any of these rules may result in disqualification:

1. **Submission Requirements:** Contestants must submit this test booklet along with any printouts.
2. **Permitted Items:** Only the equipment, supplies, and materials specified for this event are allowed in the testing area. Previous BPA tests and sample tests (whether handwritten, photocopied, or typed) are not permitted.
3. **Electronic Devices:** Electronic devices will be monitored according to ACT standards.
4. **Copyright Compliance:** A contestant will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.
5. **Topic Adherence:** Contestants who do not submit an entry that follows this topic will be disqualified.

DESCRIPTION

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

REGIONAL PRELIMINARY SCENARIO

Lily, an administrative assistant in the Marketing Department at Digital Solutions (a medium-sized technology firm that develops and sells software, hardware, and services), has been spending excessive time on her personal phone during work hours. She frequently texts or talks on the phone about non-work-related matters, often spending long periods away from her desk. Despite being reminded by her department manager about the importance of focusing on work, Lily's productivity has declined. Her behavior is starting to negatively affect her team's performance, and HR has received complaints from colleagues who are concerned about the impact on team efficiency.

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