

(535) Human Resource Management (This event is dedicated in the memory of Bob Roeder)

Description & Eligibility

Assess interpretation of personnel policies and knowledge of human resource management. Any postsecondary or secondary division contestant may enter this judged event. The event may be repeated.

Contestant Must Supply

- *Human Resources Manual*
- Sharpened pencils, pens

Equipment/Supplies Provided

- Three (3) notecards per contestant
- Scenario

Contest Notes

- Method of evaluation: judged.
- Length of the event: no more than twenty (20) minutes preparation time, no less than three (3) and no more than five (5) minutes for oral presentation, no more than three (3) minutes judges' questions.
- Finals may be part of the competition.
- Each state is allowed three (3) entries.

Contest Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Apply speaking techniques using appropriate tempo and pitch
- Utilize nonverbal gestures as needed
- Model behaviors that demonstrate support for the organization's mission in order to provide quality human resources services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human resources setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human resources industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human resources setting
- Describe and apply technical knowledge and skills required in the human resources area

Contest Specifications for this Event

- The contestant will be given a human resources management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The event proctor will provide three (3) notecards. Only the *Human Resources Manual*, along with three (3) notecards, may be used in the preparation room.
- The *Human Resources Manual* is a guideline and should be used as the ultimate authority when the manual contains specific related information. Contestants are expected to familiarize themselves with the manual prior to competition.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the three (3) notecards may be used in the presentation room. The *Human Resources Manual* may *not* be used during the presentation.
- 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.
- Judges' comments will be returned digitally through the online judging system at the national level.

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Presentation Scoring Rubric

Required Elements (If any question results in a NO, please assign a score of 0)				
Team followed the topic.				<input type="checkbox"/> Y <input type="checkbox"/> N
If no to the question, please stop scoring and provide a brief reason for the <i>disqualification</i> :				
Evaluation Criteria	Below Expectations 0-5 points	Meets Expectations 6-10 points	Above Expectations 11-15 points	Points Awarded
Delivery & Engagement	Contestant rarely maintains eye contact, uses minimal gestures and body language, or has significant inconsistencies in tone and pace.	Contestant occasionally breaks eye contact, uses limited gestures and body language, or has some inconsistencies in tone and pace.	Contestant maintains good eye contact, uses appropriate gestures and body language, and varies their tone and pace adequately.	/15
Organization, Design & Structure	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/15
Evaluation Criteria	Below Expectations 0-10 points	Meets Expectations 11-30 points	Above Expectations 31-50 points	Points Awarded
Content Knowledge	Presentation demonstrates a limited understanding of the topic and includes mostly irrelevant or inaccurate information.	Presentation demonstrates a basic understanding of the topic and includes a mix of relevant and irrelevant information.	Presentation demonstrates a good understanding of the topic and includes relevant and accurate information.	/50
Evaluation Criteria	Below Expectations 0-4 points	Meets Expectations 5-7 points	Above Expectations 8-10 points	Points Awarded
Judges' Questions	Responses lack depth and fail to demonstrate a comprehensive understanding of the topic.	Some responses lack detail or clarity. The understanding of the topic is partially demonstrated.	Responses are detailed, insightful, and effectively address the judges' questions.	/10
Timing & Documentation	The presentation lasted no less than three (3) minutes and no more than five (5) minutes and the contestant did <i>not</i> use any materials other than those specified.			/10
TOTAL PRESENTATION POINTS				/100

PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES