(535) Human Resource Management (S | PS)

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

Eligibility
Any student member may enter this contest. The event may be repeated.

Contestant must supply
Human Resources Manual—The HR Manual is a *guideline* and should be used as the ultimate authority when the manual contains specific related information.
Sharpened No. 2 pencils, pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

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 and ensure quality service in order to provide quality human services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human services setting to promote occupational safety and health
- Model ethical and legal conduct while working in the human services industry
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human services setting
- Describe and apply technical knowledge and skills required in the human services area
- Select and employ available human resources to accomplish team objectives in the human services setting

Specifications
- The contestant will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The contestant will be provided twenty (20) minutes to develop the presentation. Three (3) note cards will be provided by the event proctor. Notes can only be made on the note cards provided.
- No advisor contact will be allowed between the time of receiving the topic and the delivery of the presentation.
- Only the *Human Resources Manual*, along with three (3) note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Only the three (3) note cards may be used in the presentation room. The *Human Resources Manual* may *not* be used during the presentation.
- The contestant will speak before a panel of judges and a timekeeper.
- 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.**

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Method of evaluation
Judge's Scoring Rubric

Length of 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 included at state and national levels

Equipment/supplies provided
Case scenario
Three (3) note cards

Entries
Each state is allowed three (3) entries

Contestants are encouraged to bring the *Human Resources Manual* with them for reference in the preparation room.

Contestants are expected to familiarize themselves with the manual prior to competition. It is permissible to write notes in the manual prior to preparation time.

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

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Judge Number _____ **Contestant Number** _____

Presentation Scoring Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening: Introduction of case study	1–5	6–10	11–15	16–20	
Effectiveness of presentation: Purpose achieved, logically organized, clearly understood	1–5	6–10	11–15	16–20	
Mechanics: Diction, grammar, pronunciation, gestures, poise, eye contact	1–5	6–10	11–15	16–20	
Closing: Summary and conclusion	1–5	6–10	11–15	16–20	
Solution to case study: Quality of solution Development of subject matter Depth of research	1–5	6–10	11–15	16–20	
Problem solving skills	1–5	6–10	11–15	16–20	
Response to Judges' questions	1–5	6–10	11–15	16–20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, *not* per judge.		**Points Awarded**
Presentation lasted no less than three (3) and no more than five (5) minutes.	10	
Did *not* use any materials other than those specified for the event.	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES

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