

(535) Human Resource Management

This event is dedicated in the memory of Bob Roeder.

Description

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

Eligibility

Any secondary division student member may enter this event.

Member 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 in order to provide quality human resource services to clients
- Describe, assess, and demonstrate rules and laws which should be followed in a human resource 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

Specifications

- The member will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The member 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 member will speak before a panel of judges and a timekeeper.

- The length of the event is between three (3) and five (5) minutes. The member 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.**

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

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

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

Judges' comments will be returned digitally through the online judging system at the national level.

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Judge Number _____

Member ID _____

Presentation Scoring Rubric

| No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. <i>Did the contestant violate this rule?</i> | <input type="checkbox"/> Yes (<i>Disqualification</i>) | <input type="checkbox"/> No | | | |
|---|--|-----------------------------|-------|-----------|----------------|
| If yes, please stop scoring and provide a brief reason for the disqualification in this space: | | | | | |
| 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 | |
| The presentation lasted no less than three (3) and no more than five (5) minutes. | | | | 5 | |
| Did <i>not</i> use any materials other than those specified for the event. | | | | 5 | |
| TOTAL PRESENTATION POINTS (150 points maximum) | | | | | |

**TOTAL MAXIMUM POINTS = 150
PRESENTATION WILL BE STOPPED AT FIVE (5) MINUTES**

Business Professionals of America Workplace Skills Assessment Program
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