



CAREER CLUSTER

Business Management & Administration

CAREER PATHWAY

Human Resources Management

INSTRUCTIONAL AREA

Human Resources Management

HUMAN RESOURCES MANAGEMENT SERIES EVENT

PARTICIPANT INSTRUCTIONS

- The event will be presented to you through your reading of the 21st Century Skills, Performance Indicators and Event Situation. You will have up to 10 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge).
- You will be evaluated on how well you demonstrate the 21st Century Skills and meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

21st CENTURY SKILLS

- Critical Thinking – Reason effectively and use systems thinking.
- Problem Solving – Make judgments and decisions and solve problems.
- Communication – Communicate clearly.
- Creativity and Innovation – Show evidence of creativity.

PERFORMANCE INDICATORS

- Describe the nature of human resources management.
- Assist with establishment of work rules.
- Administer leave management procedures.
- Explain trends in human resources management.
- Assess long term value and impact of actions on others.

EVENT SITUATION

You are to assume the role of the human resources manager at COUNTY SOLUTIONS, a company that provides technical support and technology repair. The president of the company (judge) wants you to recommend how to properly handle and resolve an employee request.

COUNTY SOLUTIONS has 75 full-time employees. All full-time employees accrue vacation days and sick days for each pay period. The rules regarding employee leave state that sick days are to be used for illness of the employee or a member of the employee's immediate family. Any other leave request comes from the vacation day pool.

An employee met with the president (judge) and wants the company to begin offering mental health days. The employee pointed out that sick leave cannot be used since the employee is not ill. The employee also stated that with the nationwide emphasis on the importance of mental health, COUNTY SOLUTIONS truly needs to consider what is best for its employees.

The president (judge) wants you to analyze COUNTY SOLUTIONS current leave program and whether to make any changes or additions to accommodate days off for mental health.

You will present your recommendations to the president (judge) in a role-play to take place in the president's (judge's) office. The judge (judge) will begin the role-play by greeting you and asking to hear your ideas. After you have presented ideas and have answered the judge's (judge's) questions, the judge (judge) will conclude the role-play by thanking you for your work.

JUDGE INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE ROLE

In preparation for this event, you should review the following information with your event manager and other judges:

1. Participant Instructions, 21st Century Skills and Performance Indicators
2. Event Situation
3. Judge Role-Play Characterization
Allow the participants to present their ideas without interruption, unless you are asked to respond. Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.
4. Judge Evaluation Instructions and Judge Evaluation Form
Please use a critical and consistent eye in rating each participant.

JUDGE ROLE-PLAY CHARACTERIZATION

You are to assume the role of the president of COUNTY SOLUTIONS, a company that provides technical support and technology repair. You want the human resources manager (participant) to recommend how to properly handle and resolve an employee request.

COUNTY SOLUTIONS has 75 full-time employees. All full-time employees accrue vacation days and sick days for each pay period. The rules regarding employee leave state that sick days are to be used for illness of the employee or a member of the employee's immediate family. Any other leave request comes from the vacation day pool.

An employee met with you and wants the company to begin offering mental health days. The employee pointed out that sick leave cannot be used since the employee is not ill. The employee also stated that with the nationwide emphasis on the importance of mental health, COUNTY SOLUTIONS truly needs to consider what is best for its employees.

You want the human resources manager (participant) to analyze COUNTY SOLUTIONS current leave program and whether to make any changes or additions to accommodate days off for mental health.

The participant will present information to you in a role-play to take place in the participant's office. You will begin the role-play by greeting the participant and asking to hear about his/her ideas.

During the course of the role-play, you are to ask the following questions of each participant:

1. How would providing mental health days affect our organizational culture?
2. How should we communicate your recommendation to the employee and all staff?

Once the human resources manager (participant) has presented information and has answered your questions, you will conclude the role-play by thanking the human resources manager (participant) for the work. You are not to make any comments after the event is over except to thank the participant.

EVALUATION INSTRUCTIONS

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event.

Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event director and the other judges to ensure complete and common understanding for judging consistency.

Level of Evaluation	Interpretation Level
Exceeds Expectations	Participant demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.
Meets Expectations	Participant demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89 th percentile of business personnel performing this performance indicator.
Below Expectations	Participant demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69 th percentile of business personnel performing this performance indicator.
Little/No Value	Participant demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps this person should seek other employment; would rank in the 0-49 th percentile of business personnel performing this performance indicator.



**HUMAN RESOURCES MANAGEMENT SERIES
2023**

JUDGE'S EVALUATION FORM
DISTRICT EVENT 1

Participant: _____

INSTRUCTIONAL AREA:
Human Resources Management

ID Number: _____

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Describe the nature of human resources management?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Assist with establishment of work rules?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Administer leave management procedures?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Explain trends in human resources management?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Assess long term value and impact of actions on others?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
21st CENTURY SKILLS						
6.	Reason effectively and use systems thinking?	0-1	2-3	4	5-6	
7.	Make judgments and decisions, and solve problems?	0-1	2-3	4	5-6	
8.	Communicate clearly?	0-1	2-3	4	5-6	
9.	Show evidence of creativity?	0-1	2-3	4	5-6	
10.	Overall impression and responses to the judge's questions	0-1	2-3	4	5-6	
TOTAL SCORE						