



CAREER CLUSTER

Business Management & Administration

CAREER PATHWAY

Human Resources Management

INSTRUCTIONAL AREA

Communication Skills

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

- Assist with establishment of work rules.
- Explain employee's role in expense control.
- Give verbal directions.
- Explain the nature of staff communication.
- Choose and use appropriate channel for workforce communication.

EVENT SITUATION

You are to assume the role of the human resources manager at SUNSHINE INDUSTRIES, a large corporation with 25 offices in the United States and Canada. The director of recruitment (judge) wants your help in cutting costs on business travel within the employee recruitment department.

SUNSHINE INDUSTRIES consistently looks for new qualified talent to employ at its 25 offices. A team of 30 in the employee recruitment department travel to attend career fairs in various cities throughout the U.S. and Canada. The director of recruitment (judge) noticed that there are no clear business travel policies or rules for the employees to follow. The travel budget has skyrocketed.

The director of recruitment (judge) has provided you with a list of common upcharges that employees in the recruitment department have on travel reimbursement forms. The director (judge) wants you to give direction on which charges are necessary or acceptable and which will no longer be accepted on travel reimbursement forms. In addition, the director of recruitment (judge) wants you to suggest the appropriate manner to communicate the changes to the team.

Common Upcharges:

- Booking premium or business class seats on flights
- Direct flights rather than less expensive flights with connection
- Only booking with preferred airline rather than least expensive option
- Checking bags
- Purchasing in-air Wi-Fi
- Using rideshares rather than public transportation

You will present your recommendations to the director of recruitment (judge) in a role-play to take place in the director's (judge's) office. The director of recruitment (judge) will begin the role-play by greeting you and asking to hear your ideas. After you have presented ideas and have answered the director's (judge's) questions, the director of recruitment (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 director of recruitment at SUNSHINE INDUSTRIES, a large corporation with 25 offices in the United States and Canada. You want the human resources manager's (participant's) help in cutting costs on business travel within the employee recruitment department.

SUNSHINE INDUSTRIES consistently looks for new qualified talent to employ at its 25 offices. A team of 30 in the employee recruitment department travel to attend career fairs in various cities throughout the U.S. and Canada. You have noticed that there are no clear business travel policies or rules for the employees to follow. The travel budget has skyrocketed.

You have provided the human resources manager (participant) with a list of common upcharges that employees in the recruitment department have on travel reimbursement forms. You want the human resources manager (participant) to give direction on which charges are necessary or acceptable and which will no longer be accepted on travel reimbursement forms. In addition, you want the human resources manager (participant) to suggest the appropriate manner to communicate the changes to the team.

Common Upcharges:

- Booking premium or business class seats on flights
- Direct flights rather than less expensive flights with connection
- Only booking with preferred airline rather than least expensive option
- Checking bags
- Purchasing in-air Wi-Fi
- Using rideshares rather than public transportation

The participant will present information to you in a role-play to take place in your 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 can we determine if the employees are truly following the new business travel policies?

2. How do we communicate the policies to new employees?

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 2025

JUDGE'S EVALUATION FORM DISTRICT EVENT 1

Participant: _____

ID Number: _____

INSTRUCTIONAL AREA: Communication Skills

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Assist with establishment of work rules?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Explain employee's role in expense control?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Give verbal directions?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Explain the nature of staff communication?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Choose and use appropriate channel for workforce communication?	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						