



INSTRUCTIONAL AREA
Earning Income

PERSONAL FINANCIAL LITERACY 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.
- Communication – Communicate clearly.
- Creativity and Innovation – Show evidence of creativity.

PERFORMANCE INDICATORS

- Differentiate between gross and net income.
- Identify common types of payroll deductions.
- Explain how taxes impact take-home pay.

EVENT SITUATION

You are to assume the role of a human resources specialist working at a bakery. A new employee (judge) feels there is an error in their first paycheck and needs you to explain.

The new employee (judge) was hired to work part-time, 20-hours/week, with a starting rate of \$10.00/hour. The new employee (judge) received their first paycheck for a two week pay period and was expecting the paycheck to be \$400.00. The new employee (judge) was shocked to see that the paycheck was less than \$400.00 and needs you to explain.

You must explain to the employee (judge) common types of payroll deductions, how taxes impact a paycheck and the difference between gross and net income.

You will meet with the new employee (judge) in your office. The employee (judge) will begin the meeting by greeting you and asking about the paycheck. After you have presented the information and have answered the employee's (judge's) questions, the employee (judge) will conclude the meeting 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 a new employee working at a bakery. You feel there is an error in your first paycheck and need the human resource specialist (participant) to explain.

You were hired to work part-time, 20-hours/week, with a starting rate of \$10.00/hour. You received your first paycheck for a two week pay period and was expecting the paycheck to be \$400.00. You were shocked to see that the paycheck was less than \$400.00 and need the human resources specialist (participant) to explain.

The human resource specialist (participant) must explain common types of payroll deductions, how taxes impact a paycheck and the difference between gross and net income.

The meeting will take place in the human resource specialist's (participant's) office. You will begin the meeting by greeting the human resource specialist (participant) and asking about the paycheck. After the participant has presented the information, you are to ask the following questions of each participant:

1. Are all payroll deductions mandatory?
2. Why should I check my paycheck information every time I get paid?

Once the human resource specialist (participant) has answered your questions, you will conclude the discussion by thanking the 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.



**PERSONAL FINANCIAL LITERACY EVENT
2023**

**JUDGE'S EVALUATION FORM
DISTRICT EVENT**

Participant: _____

**INSTRUCTIONAL AREA:
Earning Income**

ID Number: _____

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Differentiate between gross and net income?	0-1-2-3-4-5-6-7-8	9-10-11-12-13	14-15-16-17-18	19-20-21-22-23-24	
2.	Identify common types of payroll deductions?	0-1-2-3-4-5-6-7-8	9-10-11-12-13	14-15-16-17-18	19-20-21-22-23-24	
3.	Explain how taxes impact take-home pay?	0-1-2-3-4-5-6-7-8	9-10-11-12-13	14-15-16-17-18	19-20-21-22-23-24	
21st CENTURY SKILLS						
4.	Reason effectively and use systems thinking?	0-1	2-3	4-5	6-7	
5.	Communicate clearly?	0-1	2-3	4-5	6-7	
6.	Show evidence of creativity?	0-1	2-3	4-5	6-7	
7.	Overall impression and responses to the judge's questions	0-1	2-3	4-5	6-7	
TOTAL SCORE						