PERSONAL FINANCIAL LITERACY EVENT

PARTICIPANT INSTRUCTIONS

PROCEDURES

1. The event will be presented to you through your reading of these instructions, including the Performance Indicators and Event Situation. You will have up to 10 minutes to review this information to determine how you will handle the role-play situation and demonstrate the performance indicators of this event. During the preparation period, you may make notes to use during the role-play situation.

2. You will have up to 10 minutes to role-play your situation with a judge (you may have more than one judge).

3. You will be evaluated on how well you meet the performance indicators of this event.

4. Turn in all your notes and event materials when you have completed the role-play.

PERFORMANCE INDICATORS

1. Explain how discussing important financial matters with household members can help reduce conflict.

2. Explain the value of discussing individual and shared financial responsibilities with a roommate before moving in.

3. Discuss the pros and cons of sharing financial goals and personal finance information with a partner before combining households.
INTERVIEW SITUATION

You are to assume the role of a college student moving out of the dormitories and into your first apartment off-campus. The rent at the apartment is too expensive for you to afford on your own, so you have decided to advertise for a roommate through the campus website. A potential roommate (judge) will be meeting with you to discuss the rent and other financial expectations for the living arrangement.

You have signed a 12-month lease at the new apartment. While you are the only person listed on the lease, you are hoping to find a roommate that will split the $1,000/month rent and live in the spare bedroom. The $1,000/month rent includes trash pickup and recycling, but does not include electricity, gas or water. You have signed up for basic cable, Wi-Fi internet service and have purchased a $17/month renter’s insurance policy.

You have met the potential roommate (judge) once before, so know that you have comparable personalities and keep similar schedules. You will be meeting with the potential roommate (judge) today to discuss financial matters. In the meeting, you will need to discuss which of the household expenses you feel should be shared and which you will pay solely. You will also discuss by which means the potential roommate (judge) will pay the shared expenses. It is important that you feel confident the potential roommate (judge) will follow-through on shared expenses.

The meeting with the potential roommate (judge) will take place at the new apartment. You will begin the meeting by explaining which expenses you feel should be shared. After you have provided your recommendations and explanation and have answered the potential roommate’s (judge’s) questions, the potential roommate (judge) will conclude the interview by thanking you for your consideration.
JUDGE’S INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE’S ROLE

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

1. Procedures
2. Performance Indicators
3. Interview Situation
4. Judge Situation Characterization
   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.
5. Judge’s Evaluation Instructions
6. Judge’s Evaluation Form
   Please use a critical and consistent eye in rating each participant.

JUDGE SITUATION CHARACTERIZATION

You are to assume the role of a college student answering an advertisement for a roommate needed for an off-campus apartment. The rent at the apartment is too expensive for the lease-holder (participant) to afford. You will be meeting with the lease-holder (participant) to discuss the rent and other financial expectations for the living arrangement.

The lease-holder (participant) has signed a 12-month lease at the new apartment. While the lease-holder (participant) is the only person listed on the lease, the lease-holder (participant) is hoping to find a roommate that will split the $1,000/month rent and live in the spare bedroom. The $1,000/month rent includes trash pickup and recycling, but does not include electricity, gas or water. The lease-holder (participant) has signed up for basic cable, Wi-Fi internet service and has purchased a $17/month renter’s insurance policy.

You have met the lease-holder (participant) once before, so know that you have comparable personalities and keep similar schedules. You will be meeting with the lease-holder (participant) today to discuss financial matters. In the meeting, the lease-holder (participant) will discuss which of the household expenses should be shared and which will be paid by the lease-holder (participant). The lease-holder (participant) will also discuss by which means you will pay the shared expenses. It is important that the lease-holder (participant) feels confident you will follow-through on shared expenses.

The meeting will take place in the new apartment. The lease-holder (participant) will begin the meeting by greeting you and explaining which expenses should be shared. The lease-holder
(participant) will provide recommendations and explanations. Following the lease-holder’s (participant’s) explanation, you are to ask the following questions of each participant:

1. How should we handle food items like butter or milk that we would both use?
2. As long as I pay my bills on time, why do you care if I have a job or good credit?

Once the 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.
JUDGE’S EVALUATION INSTRUCTIONS

Evaluation Form Information

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 being 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 chairperson and the other judges to ensure complete and common understanding for judging consistency.

<table>
<thead>
<tr>
<th>Level of Evaluation</th>
<th>Interpretation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>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.</td>
</tr>
<tr>
<td>Meets Expectations</td>
<td>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 70-89th percentile of business personnel performing this performance indicator.</td>
</tr>
<tr>
<td>Below Expectations</td>
<td>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 50-69th percentile of business personnel performing this performance indicator.</td>
</tr>
<tr>
<td>Little/No Value</td>
<td>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 0-49th percentile of business personnel performing this performance indicator.</td>
</tr>
</tbody>
</table>
**PERSONAL FINANCIAL LITERACY EVENT, 2015**

**JUDGE’S EVALUATION FORM**
SAMPLE SCENARIO 2015

**INSTRUCTIONAL AREA**
Communication Strategies

Did the participant:

<table>
<thead>
<tr>
<th>PERFORMANCE INDICATORS</th>
<th>Little/No Value</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Judged Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain how discussing important financial matters with household members can help reduce conflict?</td>
<td>0-1-2-3-4-5-6-7-8</td>
<td>9-10-11-12-13</td>
<td>14-15-16-17-18</td>
<td>19-20-21-22</td>
<td></td>
</tr>
<tr>
<td>2. Explain the value of discussing individual and shared financial responsibilities with a roommate before moving in?</td>
<td>0-1-2-3-4-5-6-7-8</td>
<td>9-10-11-12-13</td>
<td>14-15-16-17-18</td>
<td>19-20-21-22</td>
<td></td>
</tr>
<tr>
<td>3. Discuss the pros and cons of sharing financial goals and personal finance information with a partner before combining households?</td>
<td>0-1-2-3-4-5-6-7-8</td>
<td>9-10-11-12-13</td>
<td>14-15-16-17-18</td>
<td>19-20-21-22</td>
<td></td>
</tr>
<tr>
<td>4. Reason effectively and use systems thinking?</td>
<td>0-1-2-3-4-5</td>
<td>6-7-8-9-10</td>
<td>11-12-13-14</td>
<td>15-16-17</td>
<td></td>
</tr>
<tr>
<td>5. Overall impression and responses to the judge’s questions</td>
<td>0-1-2-3-4-5</td>
<td>6-7-8-9-10</td>
<td>11-12-13-14</td>
<td>15-16-17</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE**