



**CAREER CLUSTER**

Business Management and 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 21<sup>st</sup> 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 meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

**21<sup>st</sup> 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**

1. Explain the nature of fitness/health programs offered by businesses.
2. Administer employee fitness/wellness programs.
3. Describe ways that businesses build positive employer-employee relationships.
4. Explain the concept of productivity.
5. Maintain a safe work environment.

## **EVENT SITUATION**

You are to assume the role of director of human resources for MITCHEM DESIGNS, a small graphic design firm. The owner of the company (judge) has asked you to recommend low-cost options for an in-house employee wellness program.

MITCHEM DESIGNS has a staff of 50 full-time employees that spend most of the workday in front of computer screens. Given the nature of their work, employees tend to work independently and not in groups, making the workday even more intense. The owner (judge) encourages employees to take breaks throughout the day to visit the break room and chat with co-workers or to simply walk around the block to get fresh air.

The owner (judge) feels that employers that offer their employees wellness or fitness programs demonstrate they care about their employees, have better recruitment and retention, and will result in higher productivity and less employee stress.

The owner of MITCHEM DESIGNS (judge) wants to provide employees with a fitness program, but has found that traditional programs are far too expensive. The owner (judge) cannot afford local gym memberships or even discounted memberships. The cost of fitness equipment is too expensive to outright purchase. Due to the expense of fitness, the owner (judge) feels that wellness options would be more affordable and have the same results.

The owner (judge) has asked you to recommend low-cost wellness options that MITCHEM DESIGNS can offer its employees. The owner (judge) is open to all suggestions, including use of empty office spaces.

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

## **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. 21<sup>st</sup> Century Skills and Performance Indicators
3. Event Situation
4. Judge Role-play 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 ROLE-PLAY CHARACTERIZATION**

You are to assume the role of owner of MITCHEM DESIGNS, a small graphic design firm. You have asked the director of human resources (participant) to recommend low-cost options for an in-house employee wellness program.

MITCHEM DESIGNS has a staff of 50 full-time employees that spend most of the workday in front of computer screens. Given the nature of their work, employees tend to work independently and not in groups, making the workday even more intense. You encourage employees to take breaks throughout the day to visit the break room and chat with co-workers or to simply walk around the block to get fresh air.

You feel that employers that offer their employees wellness or fitness programs demonstrate they care about their employees, have better recruitment and retention, and will result in higher productivity and less employee stress.

You want to provide employees with a fitness program, but have found that traditional programs are far too expensive. You cannot afford local gym memberships or even discounted memberships. The cost of fitness equipment is too expensive to outright purchase. Due to the expense of fitness, you feel that wellness options would be more affordable and have the same results.

You have asked the director of human resources (participant) to recommend low-cost wellness options that MITCHEM DESIGNS can offer its employees. You are open to all suggestions, including use of empty office spaces.

The participant will present recommendations 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. What is a general breakdown of cost for our employees to participate in the wellness program?
2. How can this wellness program become part of our employee recruitment campaign?
3. How should we introduce the new wellness program to our staff, and how are we going to encourage their participation?

Once the director of human resources (participant) has presented recommendations and has answered your questions, you will conclude the role-play by thanking the director of human resources (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.

<b>Level of Evaluation</b>	<b>Interpretation Level</b>
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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> percentile of business personnel performing this performance indicator.



**HUMAN RESOURCES MANAGEMENT SERIES,  
2019**

Participant: \_\_\_\_\_

I.D. Number: \_\_\_\_\_

**JUDGE'S EVALUATION FORM  
DISTRICT EVENT #2**

**INSTRUCTIONAL AREA  
Human Resources Management**

Did the participant:

		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Explain the nature of fitness/health programs offered by businesses?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Administer employee fitness/wellness programs?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Describe ways that businesses build positive employer-employee relationships?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Explain the concept of productivity?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Maintain a safe work environment?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
<b>21<sup>st</sup> CENTURY SKILLS</b>						
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	
<b>TOTAL SCORE</b>						