



OBJECTIVE

The Human Resource Management event involves a participant analyzing a real-world human resource management case situation, then presenting solutions to a professional (judge) with experience in human resource management.

DESCRIPTION

The Human Resource Management event involves the participant's analysis of a human resource management case situation, and the effectiveness of the participant's oral presentation. This case situation is typically presented to the participant in written form.

The participants will assume the role of a management/supervisory level employee for the organization represented by the situation. The position of the judge(s) will be determined by the specific case situation.

For **international competition**, the content to be evaluated is found in the standard *Evaluation Form* located in these *Guidelines*, with a possible one hundred (100) points. Preliminary round competition will consist of an evaluation of the presentation to the judge(s). Participants will be ranked by section and a predetermined number of participants will be named finalists. Finalists will be given a different case situation and will present their solution to a new judge or set of judges, who will evaluate each participant and determine final rankings. The following guidelines will be applied to the presentations at International Career Development Conference.

LEARNING OUTCOMES

Through the analysis of the case situation and the presentation of ideas to human resource management professionals (judges), the participants will develop or reinforce the following areas in relation to human resource management:

- Applying human resource management principles and techniques to the specific organizational environment
- Analyzing human resource situations, organizing thoughts and identifying solutions
- Demonstrating knowledge/understanding of personnel needs
- Organizing and communicating ideas and concepts effectively

PARTICIPANT INSTRUCTIONS

GUIDELINES FOR THE PRESENTATION

Refer to the Evaluation Form

1. All materials, equipment, supplies, etc. must be provided by the participants. **DECA ASSUMES NO RESPONSIBILITY FOR DAMAGE/LOSS OF MATERIALS, EQUIPMENT, SUPPLIES, ETC.**
2. The participant will be given a decision-making situation involving a management problem in the area of human resources.
3. Each participant will have thirty (30) minutes for analyzing the situation and preparing a presentation.
4. Participants may **not** consult anyone about the management situation.
5. A personal or laptop computer/hand-held digital organizer may be used when appropriate. **Participants must use battery power for the prep time and presentation, even if there are electrical outlets in the room.** Such digital organizers may be prepared ahead of time (i.e., standard headings for a PowerPoint presentation) provided there is no reference to the specific case situation.
6. Participants may bring materials to develop visual aids to assist them in their presentation. The supplies may consist of poster paper, flip charts, blank paper, and art supplies. Such visual aids may be prepared ahead of time (i.e., standard headings on a flip chart) provided there is no reference to the specific case situation.
7. Participants are allowed to bring reference materials to use in preparing their presentation. This may include electronic (such as CD encyclopedias) as well as print materials (such as magazines or textbooks).
8. Only materials (includes any computer equipment, visual aids, reference materials, etc.) that can be easily carried to and from the prep and judging areas by the actual participants will be permitted. Only the participants themselves may handle and set up their material. No outside assistance will be allowed.
9. Any cell phone use, text messaging, email, etc. is prohibited during the entire competitive event.
10. Internet access is prohibited during the entire competitive event.
11. No specified set-up time will be allowed. All set up will be part of the allotted presentation time. Timing will begin when the participants enter the judging area (i.e. judge booth).
12. No material of any kind may be passed to the judges. Material that is placed on the judge table for the judges to handle will be considered as being “passed” to the judges.
13. Participants will interact with the judges for up to fifteen (15) minutes. This includes time for the participants to present their pattern of thought and reason for their decisions/recommendations and to answer the judge’s questions.
14. When using a presentation aid, such as a lap-top computer, the noise level must be kept at a conversational level that does not interrupt other participants. If this guideline is not followed, the participant will be interrupted (during the prep or presentation time) and asked to follow the noise policy. Failure to do so may result in disqualification.

Presentation Schedule

Thirty (30) minutes to analyze the situation and prepare a response
Fifteen (15) minutes for the participant’s presentation and questions from the judges
Five (5) minutes for scoring by the judges

JUDGE INSTRUCTIONS

The Human Resource Management event was created by DECA/Delta Epsilon Chi in response to the career opportunities available for college graduates in the area of human resource management.

Basically, each participant with a career interest in human resource management will analyze a case situation related to human resource management. The participant will make decisions/recommendations regarding the situation and make an oral presentation to you, the judge(s). This case situation is typically presented in written form.

The participant will assume the role of an employee responsible for human resource management decision making for the organization represented by the situation. The role of the judge(s) will be determined by the specific case situation.

JUDGING THE PRESENTATION

1. To ensure fairness, at no time should a participant be asked where he/she is from (school, state, country, etc.).
2. Participants will be evaluated according to a standard *Evaluation Form*.
3. Participants will be scheduled for presentations at twenty (20) minute intervals. Remember, your role will be determined by the specific decision-making situation.
4. Please place the participant's name and identification number (using labels if provided) on the bubble score sheet as instructed (if not already done). If a bubble sheet has not been provided, this information must be placed on the evaluation form for this event.
5. You will interact with the participant for up to fifteen (15) minutes. This includes time for the participants to present to you based on the case study situation, and for you to make comments and ask questions.
6. Following the fifteen (15) minute interaction period, please thank the participant. If appropriate to the situation, please state that a decision will be made soon and that the participant will be notified of the decision.
7. During the last five (5) minutes, after the participant is excused from the judging area, you may score the participant. Refer to the *Evaluation Criteria* section for the guidelines. On the bubble sheet provided, please bubble in the appropriate score AND write the score on the corresponding line to verify accuracy. Please make sure not to exceed the maximum score possible for each item.

Please make sure to score all categories, add them for the total score, then initial the total score. The maximum score for the evaluation is one hundred (100) points.

Note: If a bubble score sheet has not been provided, you will indicate your scores on the Human Resource Management Evaluation Form.

Presentation Schedule

Presentations will be scheduled at twenty (20) minute intervals
Fifteen (15) minutes for presentation by the participant and questions by the judges
Five (5) minutes for scoring by the judges

EVALUATION CRITERIA

A score under the heading **Exceeds Expectations** in any category means that, in your opinion, the information is presented in an effective, creative way; in effect, nothing more could be expected of the participant, and the decisions/recommendations have been presented well.

A score under the heading **Meets Expectations** in any category means that, in your opinion, the information is presented well. There may be a few minor problems or omissions, but they are not significant. A decision making solution which earns this level in every category for the presentation would probably receive strong consideration for implementation.

A score under the heading **Below Expectations** or **Little/No Demonstration** in any category means that some major flaw has been noted which damages the effectiveness of the presentation. This may be a major omission, a serious misstatement or any other major flaw.

JUDGING SUMMARY

Maximum score is 100 points. A score of 70 or better will earn the participant a **Certificate of Excellence**.

We hope you are impressed by the quality of work of these students with a career interest in the field of human resource management. If you have any suggestions for improving this event, please mention them to your event manager.

We thank you for your help.

Participant's Name: _____

I.D. Number: _____

Evaluation Form

	Little/No Demonstration	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Points
1. Exhibits clear-cut understanding of the problem (Possible Points 10)	0-1-2	3-4-5	6-7-8	9-10	_____
2. Exhibits recognition that related problems could exist (personal and/or environmental) (Possible Points 5)	0-1	2-3	4	5	_____
3. Shows sensitivity to feelings of persons involved (considered possible emotional factors in background) (Possible Points 15)	0-1-2-3-4	5-6-7-8	9-10-11-12	13-14-15	_____
4. Uses given facts effectively (Possible Points 15)	0-1-2-3-4	5-6-7-8	9-10-11-12	13-14-15	_____
5. Improves or enhances company (employee) morale (Possible Points 15)	0-1-2-3-4	5-6-7-8	9-10-11-12	13-14-15	_____
6. Probability of effective implementation of solution(s) (Possible Points 15)	0-1-2-3-4	5-6-7-8	9-10-11-12	13-14-15	_____
7. Clarity of expression (Possible Points 5)	0-1	2-3	4	5	_____
8. Organization of ideas (Possible Points 10)	0-1-2	3-4-5	6-7-8	9-10	_____
9. Exhibits forceful determination in carrying out decisions (Possible Points 5)	0-1	2-3	4	5	_____
10. Overall performance: Appropriate appearance, poise, confidence, presentation technique, etc. (Possible Points 5)	0-1	2-3	4	5	_____

Total Judged Points (100 maximum): _____

A score of 70 or better will earn the participant a Certificate of Excellence.

JUDGE SECTION: A B C D E F G (circle one)

Tie-Breaker

For tie-breaking purposes, the following evaluation form ranking process will be used. Begin with item #6. The participant with the highest score for #6 wins the tie-break. If this does not break the tie, continue the process for the remaining evaluation items in the following order: 4, 5, 3, 1, 8, 10, 2, 7, 9.