



**CAREER CLUSTER**  
Business Management &  
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 demonstrate the 21<sup>st</sup> 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.

### **21<sup>st</sup> CENTURY SKILLS**

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- 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**

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- Discuss factors that impact human resources management.
- Explain assessment methods used in the hiring process.
- Explain contingency factors affecting job offer.
- Identify desirable personality traits important to business.
- Maintain the confidentiality of others.

## **EVENT SITUATION**

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You are to assume the role of the human resources manager at KID'S CASTLE DAYCARE, a daycare center located in a medium sized town. You must explain to the human resources intern (judge) why assessment and contingency factors are important in hiring employees at the daycare center.

Many fulltime and parttime positions are open at KID'S CASTLE DAYCARE. All of the positions involve caring for children from newborn to 12-years-old. The childcare positions involve playing with children, reading to them, general care, feeding and helping resolve fights and breakdowns.

Applicants must know how to read, demonstrate emotional intelligence and like children. If offered a position, the applicant must pass a background check and a drug test. The applicant will also need to be trained in CPR and other lifesaving maneuvers upon hiring.

The human resources intern (judge) does not understand why job applicants at a daycare center must pass assessment methods, background checks and drug tests. You must explain why they are important and how they impact the business.

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

## JUDGE INSTRUCTIONS

### DIRECTIONS, PROCEDURES AND JUDGE ROLE

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

1. Participant Instructions, 21<sup>st</sup> 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

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You are to assume the role of the human resources intern at KID'S CASTLE DAYCARE, a daycare center located in a medium sized town. The human resources manager (participant) will explain why assessment and contingency factors are important in hiring employees at the daycare center.

Many fulltime and parttime positions are open at KID'S CASTLE DAYCARE. All of the positions involve caring for children from newborn to 12-years-old. The childcare positions involve playing with children, reading to them, general care, feeding and helping resolve fights and breakdowns.

Applicants must know how to read, demonstrate emotional intelligence and like children. If offered a position, the applicant must pass a background check and a drug test. The applicant will also need to be trained in CPR and other lifesaving maneuvers upon hiring.

You do not understand why job applicants at a daycare center must pass assessment methods, background checks and drug tests. The human resources manager (participant) must explain why they are important and how they impact the business.

The participant will present information to you in a role-play to take place in the participant's 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. Why is it important we list contingency factors in the job listing?
2. How often should the daycare employees be drug tested? Why?

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

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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.

<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  
2024**

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

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

**INSTRUCTIONAL AREA:**  
Human Resources Management

ID Number: \_\_\_\_\_

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Discuss factors that impact human resources management?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
2.	Explain assessment methods used in the hiring process?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
3.	Explain contingency factors affecting job offer?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
4.	Identify desirable personality traits important to business?	0-1-2-3-4	5-6-7-8	9-10-11	12-13-14	
5.	Maintain the confidentiality of others?	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>						