



CAREER CLUSTER
Business Management and
Administration

CAREER PATHWAY
Human Resources Management

INSTRUCTIONAL AREA
Human Resources Management

HUMAN RESOURCE MANAGEMENT EVENT

PARTICIPANT INSTRUCTIONS

- The event will be presented to you through your reading of the General Performance Indicators, Specific Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 15 minutes to make your presentation to the judge (you may have more than one judge).
- Turn in all of your notes and event materials when you have completed the event.

GENERAL PERFORMANCE INDICATORS

- Communications skills – the ability to exchange information and ideas with others through writing, speaking, reading or listening
- Analytical skills – the ability to derive facts from data, findings from facts, conclusions from findings and recommendations from conclusions
- Production skills – the ability to take a concept from an idea and make it real
- Priorities/time management – the ability to determine priorities and manage time commitments
- Economic competencies

SPECIFIC PERFORMANCE INDICATORS

- Administer employee-retention plans.
- Foster employee engagement and commitment.
- Recognize/Reward employees.
- Assess long-term value and impact of actions on others.
- Choose and use appropriate channel for workplace communication.

CASE STUDY SITUATION

You are the chief human resources officer for KARIM TECHNOLOGIES, a company with over 100 employees. KARIM TECHNOLOGIES employs a large number of software developers, designers and a ten person sales and marketing department.

KARIM TECHNOLOGIES has found challenges in recruiting and retaining software developers. To help with recruitment, KARIM offered new software developers a 10% signing bonus. The bonus required new hires to sign a contract stating they would remain employed at KARIM TECHNOLOGIES for at least one year. While the effort did result in an increase in new hires, the one-year contract resulted in the employees being forced to stay, even if performing poorly, and then immediately leaving KARIM TECHNOLOGIES once the one-year contract expired.

The president of KARIM TECHNOLOGIES has now decided to put more effort into the retention of solid, well-performing employees. First the president allowed employees to manage a flexible schedule, work from home when needed, created social space in the building and scheduled a series of employee mixers outside of office hours. The president now wants to end the new employee signing bonus and instead put bonus money into employee retention.

YOUR CHALLENGE

The president wants you to determine how to best provide “stay bonuses” or retention bonuses to employees that stay employed at KARIM TECHNOLOGIES and provide good performance. The president wants you to consider benchmarks when stay bonuses would be achieved, monetary amount and other rewards and recognition appropriate at different benchmarks.

The president also wants you to determine how the new retention bonuses should be communicated to KARIM TECHNOLOGIES staff.

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.



**HUMAN RESOURCE MANAGEMENT
2024**

JUDGE'S EVALUATION FORM
Association Event 1

Participant: _____

INSTRUCTIONAL AREA
Human Resources Management

ID Number: _____

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Administer employee-retention plans?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
2.	Foster employee engagement and commitment?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
3.	Recognize/Reward employees?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
4.	Assess long-term value and impact of actions on others?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
5.	Choose and use appropriate channel for workplace communication?	0-1-2-3	4-5-6-7-8	9-10-11-12	13-14-15	
PRESENTATION						
6.	Demonstrate clarity of expression?	0-1	2-3	4	5	
7.	Organize ideas?	0-1	2-3	4	5	
8.	Show evidence of mature judgment?	0-1	2-3	4	5	
9.	Overall performance: appropriate appearance, poise, confidence, presentation, technique and response to judge's questions	0-1-2	3-4-5	6-7-8	9-10	
TOTAL SCORE						