

**36th Annual Student Career Days
March 22 – 25, 2012
Kansas State University**

PERSONNEL MANAGEMENT

Description: A two-person team (maximum of one team per school) will individually complete a written pre-qualifying exam on Friday, the day before the oral exam. The top 18 teams with the combined highest average written scores will be asked to participate in the oral exam. The written exam will measure general knowledge of issues related to personnel management including, but not limited to, hiring and firing employees, Family and Medical Leave Act, Americans with Disabilities Act, COBRA, Workers' Compensation, Discrimination, Harassment, Performance Management, and Communication.

Time: Students have one hour to complete the written exam on Friday. The 18 oral exam timeslots will be assigned following Friday's testing period and will be dependent on the team combined average.

The oral exam will take place throughout the day on Saturday and will consist of a short case study covering one or more of the same topics as the written exam. The two-person team will be asked to read the case study, prepare a response or role-play, and present their solution before a panel of judges.

JUDGING CRITERIA

Points: 50 from the written exam plus half of the 100 team points if you are asked to participate in the oral exam (see page 2 for more details)

Written exam – 50 points per student

- Test will include the combination of multiple choice and true/false questions.
- Students are scored individually and will receive their individual points when determining final scores.
- In order to qualify for the oral exam, the two individual scores from each team will be averaged to determine the top 18 teams.
- In the event of tied scores, time will be used to select top 18 teams

Oral exam – 100 points per team

- Compulsory argument (70%) – Specific arguments in support of each position
- Presentation skills (30%) - Oral communications, poise and professionalism
- Students that qualified for the oral exam will receive half of the oral exam score to contribute to their individual event score.

Students are required to bring the following materials to the event: Writing utensils and scratch paper, which can be used to make notes related for presenting their solution and response for the oral exam. Writing utensils only are allowed for the written exam.

Sponsor is required to supply the following materials for the event:

- Study materials sent prior to the event
- 140 copies of the written exam with answer sheets
- Stopwatches
- Sufficient number of judges and event monitors
- Any other items deemed necessary for this event

(continued)

Page 2: PERSONNEL MANAGEMENT

Examples of Scoring:

Scenario 1

Tom receives a written score of 45 out of 50 and his teammate, Patty, receives a written score of 30 out of 50. Their combined average is 37.5 out of 50 is only used to determine which teams move onto Saturday's oral exam round. Assuming Tom and Patty are one of the top 18 teams, Tom and Patty receive an 85 out of 100.

Tom's individual score= 87.5 out of 100 (45 written and 42.5 oral)

Patty's individual score= 72.5 out of 100 (30 written and 42.5 oral)

Team Score= 160 out of 200 (Tom's 87.5 and Patty's 72.5)

Scenario 2

If Tom and Patty did not make the cut of 18 teams moving forward to Saturday's oral exam round:

Tom's individual score= 45

Patty's individual score= 30

Team Score= 75