



CAREER CLUSTER
Business Management and Administration

INSTRUCTIONAL AREA
Operations

PRINCIPLES OF BUSINESS MANAGEMENT AND ADMINISTRATION EVENT

PARTICIPANT INSTRUCTIONS

PROCEDURES

1. The event will be presented to you through your reading of these instructions, including the Performance Indicators and Event Situation. You will have up to 10 minutes to review this information to determine how you will handle the role-play situation and demonstrate the performance indicators of this event. During the preparation period, you may make notes to use during the role-play situation.
2. You will have up to 10 minutes to role-play your situation with a judge (you may have more than one judge).
3. You will be evaluated on how well you meet the performance indicators of this event.
4. Turn in all your notes and event materials when you have completed the role-play.

PERFORMANCE INDICATORS

1. Describe health and safety regulations in business
2. Follow safety precautions
3. Maintain a safe work environment
4. Explain procedures for handling accidents

INTERVIEW SITUATION

You are to assume the role of a **Candidate for an Internship** with the **Madison area OSHA** (Occupational Safety and Health Administration) office. You have submitted your resume and have been invited for a personal interview with the **Human Resource Manager** (judge). This interview will be used to measure your knowledge and understanding of a variety of aspects dealing with workplace safety. The Human Resource Manager (judge) wants to make sure you understand the basics as they relate to OSHA's role in workplace safety before considering you for an internship position.

In the first part of the interview, you will need to explain your understanding of basic health and safety regulations as they relate to the workplace. This can be accomplished by addressing the topic in broad terms or by choosing a specific type of business to refer to, for example, a safe working environment and an excellent record dealing with tracking on-the-job accidents. Be sure to include the performance indicators listed on the first page of this event. Following your explanation, the Human Resource Manager (judge) will ask you to respond to additional questions.

The interview will take place in the Human Resource Manager's (judge's) office. The Human Resource Manager (judge) will begin the interview by greeting you and asking to hear your explanation regarding health and safety regulations in business. After you have provided your explanation and have answered the Human Resource Manager's (judge's) questions, the Human Resource Manager (judge) will conclude the interview by thanking you for your presentation.

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. Performance Indicators
3. Interview Situation
4. Judge Situation 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 SITUATION CHARACTERIZATION

You are to assume the role of the **Human Resource Manager** (judge) for the **Madison area OSHA** (Occupational Safety and Health Administration) office. You are interviewing a **Candidate for an Internship** (participant) for a position with the Madison area OSHA office. You want to make sure the candidate (participant) understands the importance of safety in the workplace before considering them as an intern.

For the first part of the interview, the candidate (participant) has been asked to briefly describe and explain the importance of health and safety regulations in business. The candidate (participant) must also explain the additional performance indicators listed on the first page of this event.

The interview will take place in your office. You will begin the interview by greeting the candidate (participant) and asking to hear his/her thoughts regarding health and safety regulations in the workplace.

During the course of the role-play you are to ask the following questions of each participant:

1. Why is it necessary to have an agency like OSHA?

Possible answers:

- *Answers will vary, but the candidate should show an understanding of the importance of having someone checking on and enforcing the health and safety guidelines that have been set up by our government to protect consumers and workers.*

2. Why are safety procedures important?

Possible Answers:

- *Answers will vary, but the candidate should show an understanding of the importance of having a plan in place and not needing it rather than not having one and needing it.*

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.

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.



**PRINCIPLES OF BUSINESS MANAGEMENT
AND ADMINISTRATION, 2015**

Participant: _____

I.D. Number: _____

**JUDGE'S EVALUATION FORM
DISTRICT EVENT**

INSTRUCTIONAL AREA: Operations

Did the participant:

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Describe health and safety regulations in business.	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
2.	Follow safety precautions.	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
3.	Maintain a safe work environment.	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
4.	Explain procedures for handling accidents.	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
5.	Overall impression and responses to the judge's questions	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
TOTAL SCORE						