



**CAREER CLUSTER**  
Business Management and Administration

**INSTRUCTIONAL AREA**  
Business Law

## **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. Explain types of business ownership.
2. Describe the nature of legally binding contracts.
3. Identify the basic torts relating to business enterprises.
4. Describe legal issues affecting businesses.



## **INTERVIEW SITUATION**

You are to assume the role of an applicant for a summer internship at the law firm of BLACK AND BLACK, an organization dedicated to helping businesses. You have submitted your résumé and have been invited in for a face-to-face interview with the managing partner (judge). This interview will be used to measure your knowledge and understanding of an aspect of business and business law. The managing partner (judge) wants to make sure you understand the different types of business ownership and basic business law before you are offered the internship.

In the first part of your interview, you will explain the different types of business ownership. You will also need to address the additional performance indicators listed on the first page of this event. Following your explanation, the managing partner (judge) will ask you to respond to additional questions.

The interview will take place in the managing partner's (judge's) office. The managing partner (judge) will begin the interview by greeting you and asking to hear your ideas on business ownership and business law. After you have provided your explanation and have answered the managing partner's (judge's) questions, the managing partner (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 managing partner of the law firm of BLACK AND BLACK, an organization dedicated to helping businesses. The applicant (participant) has submitted his/her résumé and has been invited in for a face-to-face interview with you so you can determine if this student (participant) is qualified for a summer internship with your organization. This interview will be used to measure the applicant's (participant's) knowledge and understanding of an aspect of business. You want to make sure the applicant (participant) understands the different types of business ownership and basic business law before you offer him/her the internship.

For the first part of the presentation, the applicant (participant) has been asked to demonstrate and/or explain the basic concept of types of business ownership and the performance indicators on the first page of this event.

The interview will take place in your office. You will begin the interview by greeting the internship applicant (participant) and asking to hear his/her ideas on business ownership types and basic business law. After the applicant (participant) has presented the appropriate material, you are to ask the following questions of each participant:

1. Why are contracts important in business?
2. How can businesses protect themselves from torts?

Once the applicant (participant) has answered your questions, you will conclude the discussion by thanking the applicant (participant) for the work.

You are not to make any comments after the event is over except to thank the participant.

*Answers will vary but should demonstrate a basic understanding of the concepts.*

## 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.

<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.



**PRINCIPLES OF BUSINESS MANAGEMENT  
AND ADMINISTRATION, 2014**

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

I.D. Number: \_\_\_\_\_

**JUDGE'S EVALUATION FORM  
SAMPLE EVENT**

**INSTRUCTIONAL AREA:** Business Law

Did the participant:

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
<b>PERFORMANCE INDICATORS</b>						
1.	Explain types of business ownership?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
2.	Describe the nature of legally binding contracts?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
3.	Identify the basic torts relating to business enterprises?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
4.	Describe legal issues affecting businesses?	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	
<b>TOTAL SCORE</b>						