



HUMAN RESOURCE SCENARIO Guidelines

DESCRIPTION OF EVENT

Each Virtual Enterprise Company is asked to create an Employee Manual. This competition allows the VE company to address an employee problem through the application of company policy. Below are the rules for the competition. In addition to these rules, review the competition's Scoring Sheet for each element of the Human Resource Scenario competition.

GUIDELINES

- Each company will develop a Human Resources Employee Manual for their Virtual Business
- The Human Resource presentation team must consist of 1-3 students. No penalties will be applied for a one-person team.
- Each team will be given seven (7) total minutes to discuss a selected scenario question & answer judges' questions. Time Allowance: 5 minutes presentation, 2 minutes judges' Q&A
- Three (3) copies of the Human Resources Employee Manual must be presented to the judges at time of the presentation. DO NOT MAIL MANUAL TO VEI OFFICE.
- No visual aide other than the Employee Manual may be used.
- No electronic equipment can be used!



COMPANY NAME:

Score Sheet for Competition

HUMAN RESOURCES SCENARIO

Evaluation Item	Poorly Demonstrated 0 - 5	Does Not Meet Expectations 6 - 10	Meets Expectations 11 - 15	Exceeds Expectations 16 - 20	Points Earned
HUMAN RESOURCE SCENARIO					SCORE
<p>Company Policy</p> <ul style="list-style-type: none"> • Policies based on sound research 	<input type="checkbox"/> Not developed for the Virtual Enterprise (VEI) company <input type="checkbox"/> Very few policies provided <input type="checkbox"/> Policies presented lack adequate content & research	<input type="checkbox"/> Somewhat developed for the VEI company <input type="checkbox"/> Some policies provided <input type="checkbox"/> Many policies presented lack adequate content & research	<input type="checkbox"/> Mostly developed for the VEI company <input type="checkbox"/> Many of the policies are provided <input type="checkbox"/> Some components presented lack adequate research	<input type="checkbox"/> Clearly developed for the Virtual Enterprise VEI company <input type="checkbox"/> ALL components covered and are well-developed	
<p>Scenario Solution</p> <ul style="list-style-type: none"> • Solution is feasible and fair 	<input type="checkbox"/> Not developed for the Virtual Enterprise (VEI) company <input type="checkbox"/> Very few of the components in solution provided <input type="checkbox"/> Components presented lack adequate content	<input type="checkbox"/> Somewhat developed for the VEI company <input type="checkbox"/> Some components provided in solution <input type="checkbox"/> Many components presented lack adequate content	<input type="checkbox"/> Mostly developed for the VEI company <input type="checkbox"/> Many of the components are provided in solution <input type="checkbox"/> Some components presented lack adequate development	<input type="checkbox"/> Clearly developed for the VEI company <input type="checkbox"/> ALL components in solution covered and are well-developed	
<p>Interpretation</p> <ul style="list-style-type: none"> • Presenters correctly interpreted the Employee Manual guidelines in the scenario 	<input type="checkbox"/> Not developed for the Virtual Enterprise (VEI) company <input type="checkbox"/> Very few of the guidelines interpreted <input type="checkbox"/> Guidelines presented lack adequate content	<input type="checkbox"/> Somewhat developed for the VEI company <input type="checkbox"/> Some guidelines interpreted <input type="checkbox"/> Many guidelines presented lack adequate content	<input type="checkbox"/> Mostly developed for the VEI company <input type="checkbox"/> Many of the guidelines are correctly interpreted <input type="checkbox"/> Some guidelines presented lack adequate interpretation	<input type="checkbox"/> Clearly developed for the VEI company <input type="checkbox"/> ALL guidelines covered and are well-interpreted	

Viewpoint <ul style="list-style-type: none"> Both employee and employer involvement were addressed in the solution 	<input type="checkbox"/> Not addressed for the VEI company <input type="checkbox"/> Very few of the employee & employer involvement addressed <input type="checkbox"/> Employee & employer involvement presented lack adequate content	<input type="checkbox"/> Somewhat addressed for the VEI company <input type="checkbox"/> Some employee & employer involvements addressed <input type="checkbox"/> Many employee & employer involvement presented lack adequate content	<input type="checkbox"/> Mostly developed for the VEI company <input type="checkbox"/> Many of the employee & employer involvement correctly addressed <input type="checkbox"/> Some employee & employer involvement presented lack adequate content	<input type="checkbox"/> Clearly developed for the VEI company <input type="checkbox"/> ALL employee & employer involvement covered and are well-addressed in the solution	
Reference to Employee Manual <ul style="list-style-type: none"> Employee Manual is referred to verify the solution 	<input type="checkbox"/> Not addressed for the VEI company <input type="checkbox"/> Very little reference to Employee Manual to verify solution	<input type="checkbox"/> Somewhat addressed for the VEI company <input type="checkbox"/> Some reference to Employee Manual to verify solution	<input type="checkbox"/> Mostly developed for the VEI company <input type="checkbox"/> Many references to Employee Manual to verify solution addressed	<input type="checkbox"/> Clearly developed for the VEI company <input type="checkbox"/> ALL references from Employee Manual verified and were well-addressed in the solution	
ORAL PRESENTATION					SCORE
Presentation Skills <ul style="list-style-type: none"> Presenters use a clear voice make eye contact with judges and are professionally dressed Presenters have clear knowledge of content 	<input type="checkbox"/> Poor presentation skills <input type="checkbox"/> Poor knowledge of content on Employee Manual	<input type="checkbox"/> Fair presentation skills <input type="checkbox"/> Fair knowledge of content of Employee Manual	<input type="checkbox"/> Good presentation skills <input type="checkbox"/> Good knowledge of content of Employee Manual	<input type="checkbox"/> Excellent presentation skills <input type="checkbox"/> Clear knowledge of content of Employee Manual	
Question/Answer Session <ul style="list-style-type: none"> Team members clearly respond to scenario and questions from judges Answers are complete and pertinent to the solution and questions 	<input type="checkbox"/> Only ONE team member <input type="checkbox"/> Dominated by one team member, AND/OR <input type="checkbox"/> Very poor answers or solution	<input type="checkbox"/> Few team members participated, AND/OR <input type="checkbox"/> Solution somewhat complete and pertinent to scenario	<input type="checkbox"/> Most team members actively participated <input type="checkbox"/> Solution mostly complete and pertinent to scenario	<input type="checkbox"/> ALL team members actively participated <input type="checkbox"/> Solution complete and pertinent to scenario	
EMPLOYEE MANUAL					SCORE
Was written Employee Manual submitted for review?	YES = 10 Points NO = 0 Points				
Final Score/TOTAL POINTS (out of 150)					
Judge's Signature:					
Comments: Strengths and Weaknesses					