

Competition Overview

- A team of 1-2 employees from the company's HR department will have up to 7 minutes to deliver an oral presentation addressing the company's HR operations. The presentation will be followed by 5 minutes of Q & A from the judges.
- Specifically, each team will be asked to inform judges of their policies and practices as they relate to the employee handbook, company communications, employee evaluations, and employee recognition.
- Teams should bring two sets of handouts to provide to the judges on the day of the competition.
 - Handouts should include: employee handbook, sample company communication(s) to employees, sample or completed employee evaluations and action plans, and employee recognition materials.
- NO PRESENTATION SOFTWARE WILL BE USED (PowerPoint, Keynote, Prezi, etc.). However, a team may bring a laptop to demonstrate online components such as an HR website or sample employee presentation.

Content Objectives & Guidelines

Employee Handbook	<i>Does the Employee Handbook clearly define the expectations of employees and management?</i> The handbook is a reflection of the company's mission and outlines expectations for employees and management. Discuss the structure, content, and key policies found in the handbook.	(1 to 5 points)
Company Communication	<i>How well does the company communicate with its employees?</i> Discuss examples of communication methods used by the company (newsletter, HR website, memos, notices, agendas, etc.) to inform employees on company policies and announcements.	(1 to 5 points)
Employee Evaluations	<i>Does the company have an effective process for evaluating employees?</i> Discuss the process for collecting and evaluating data regarding employee performance and efficiency. An effective evaluation system should be inclusive of upper management, include a rubric or point system, and present action plans based on performance data.	(1 to 5 points)
Employee Recognition	<i>How well does the company motivate and recognize employees?</i> Great companies motivate employees to strive for excellence and recognize those who do. Explain how your company motivates employees and acknowledges employees who stand out.	(1 to 5 points)

Scoring Criteria

Well above standards	Outstanding execution; content and/or strategies are comprehensive, thoughtful, and very well researched.	5
Above standards	Well executed; content and/or strategies are developed, clear and well researched.	4
Meets standards	Includes essential components; content and/or strategies are evident; most components are relatively clear and researched.	3
Below standards	Missing essential components; content and/or strategies are not evident; components are unclear; does not contain relevant content or research.	2
Well below standards	Major flaws or section missing.	1

Quality of Presentation

1 or 0

Organization	Presentation content is organized in a logical way.		Total of 0 to 5 points
Delivery	Presenter(s) speak clearly, articulately, with appropriate voice projection and eye contact.		
Appearance	Presenter(s) are dressed professionally and display appropriate body language.		
Composure	Presenter(s) are poised and display confidence.		
Efficacy	Presentation is engaging and effective.		