

## Competition Overview

- A team of one-to-two employees from the company's HR department will have 5-7 minutes to deliver an oral presentation addressing the company's HR operations. The presentation will be followed by 3-5 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.

### Career Readiness Framework Alignment

#### Leadership:

- Demonstrates well-rounded perspective and unique style
- Coaches others and manages conflict
- Motivates others to act

#### Professional:

- Demonstrates professionalism
- Communicates effectively
- Embraces diversity

#### Functional:

- Demonstrates industry/function-specific skills

## Content Objectives & Guidelines

<b>Employee Handbook</b>	<i>Does the Employee Handbook clearly define the expectations of employees and management?</i> The handbook reflects 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)
<b>Company Communication</b>	<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)
<b>Employee Evaluations</b>	<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)
<b>Employee Recognition</b>	<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

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

## Quality of Presentation

1 or 0

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