

Human Resource Management



FBLA High School Competitive Events Guidelines

2022–2023

Objective Test Events

Overview

These events consist of a 60-minute test administered during the National Leadership Conference (NLC).

ELIGIBILITY

Each state may submit four entries. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year. These events are for individual competitors only.

NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

Accounting I
Accounting II
Advertising
Agribusiness
Business Calculations
Business Communication
Business Law
Computer Problem Solving
Cyber Security
Economics
Health Care Administration
Human Resource Management
Insurance & Risk Management
Introduction to Business Communication
Introduction to Business Concepts
Introduction to Business Procedures
Introduction to FBLA
Introduction to Financial Math
Introduction to Information Technology
Introduction to Marketing Concepts – **NEW**
Introduction to Parliamentary Procedure
Journalism
Networking Infrastructures
Organizational Leadership
Personal Finance
Political Science
Securities & Investments
Supply Chain Management
UX Design

Human Resource Management

Objective Test Competencies

- Staff
- Training and development
- Employment compensation and benefits
- Performance management
- Government relations and issues
- Human resource planning
- Labor relations and collective bargaining

Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

FBLA Human Resource Management Study Guide

Competency A: Staff (recruitment, selection, careers, EOE delivery)	NEEDS: 25
Tasks	
1. Explain the importance of employee confidentiality.	
2. Define transitional employees and strategies to meet their special needs.	
3. Explain the planning techniques used in the hiring process (forecasting, succession, planning)	
4. Describe the stages of job analysis.	
5. Explain the role of labor market statistics on the recruitment process.	
6. Define effective recruitment strategies to hire the best qualified employees.	
7. Define team recruiting.	
8. Describe the employee selection process.	
9. Describe testing, interviewing, and legal issues associated with employee selection.	
10. Explain the validity and importance of reference checks for the employee selection process.	
11. Describe effective questions for the interview process.	
12. Define contingency factors (background check, physical results) associated with the job offer.	
13. Define outsourcing and its impact on personnel.	
14. Define the role of Affirmative Action in the employee selection process.	
15. Explain the impact of Equal Employment Opportunity legislation for women, minorities, and handicapped.	
16. Describe strategies to attract and keep the top talent.	
17. Explain factors associated with employee job satisfaction.	

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Competency B: Training and Development (performance management, safety, quality improvement, health)	NEEDS: 25
Tasks	
1. Explain the importance of training to maintain the competitive advantage.	
2. Define the importance of orientation and training for employees.	
3. Describe planning and implementation of an employee training program.	
4. Determine organization and employee needs to develop appropriate training.	
5. Define needs analysis and its relationship to hiring employees.	
6. Determine trainee problems and develop solutions.	
7. Develop strategies to reduce employee/trainee conflict.	
8. Recognize different learning styles when creating training	
9. Set objectives that are observable, measurable, attainable, and specific.	
10. Explain how effective training curriculum is impacted by internal and external sources.	
11. Explain the impact of technology and visual aids on effective training plans.	
12. Administer training delivery that focuses on the needs of trainees.	
13. Define strategies for evaluation and improving the delivery of training.	
14. Explain the latest training and development trends.	
15. Explain the long-term benefits of employee professional development.	
16. Identify online training resources.	
17. Define human resource safety and security programs that are in compliance with laws and regulations.	
18. Describe evaluation processes to evaluate training programs.	
Competency C: Employee Compensation and Benefits	NEEDS: 14
Tasks	
1. Define legal aspects of employee compensation and payroll deductions.	
2. List legally required benefits that employers must provide to employees.	
3. Describe discretionary fringe benefits.	
4. Define perception of fair compensations and its impact on employee productivity.	
6. Explain the impact of rising health care costs and increased compensation expectations of employees.	
7. Calculate dollar, average, and percentage labor costs.	
8. Calculate dollar, average, and percentage benefit costs.	
10. Explain how labor costs affect break-even point.	
11. Explain a salary schedule.	
12. Explain variable pay based upon level of performance.	
13. Define types of benefits provided by employers.	
14. Explain the difference between broad branding, strategic compensation, and comparable worth.	
15. Define piecework plan, merit pay, and employee reward program.	
16. Describe how pay rates are calculated.	
17. Explain team-based compensation plans.	
18. Define social security, unemployment compensation, and worker's compensation benefits.	

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Competency D: Performance Management	NEEDS: 14
Tasks	
1. Define coaching, counseling, and discipline in the employer/employee relationship.	
2. Explain the importance of active listening.	
3. Describe how influence increases performance.	
4. Explain the importance of employer and employee feedback.	
5. List the steps in the counseling process.	
6. Describe counseling methods and techniques associated with the counseling process.	
7. Explain the relationship between deficiency in knowledge and deficiency in execution.	
8. Explain how performance problems are related to personal problems.	
9. Explain how deficiency of knowledge relates to deficiency in execution.	
11. Explain the importance of employee agreement to change.	
12. Identify the purpose and components of performance management systems.	
13. Explain the steps in the appraisal process.	
14. Explain the advantages and disadvantages of an appraisal system.	
15. Differentiate types and purposes of performance appraisals.	
16. Describe strategies to improve employee morale and motivation resulting in increased productivity.	
17. Describe employee behavior that requires disciplinary action.	
18. Explain disciplinary techniques to address employee behavior.	
19. Describe legal issues associated with employee discipline.	
20. Describe best human resource practices for positive financial results.	
21. Define effective performance management systems.	

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Competency E: Government Relations and Issues (discrimination, laws, federal labor acts)	NEEDS: 14
Tasks	
1. Describe personnel laws.	
2. Differentiate between equal employment and Equal Employment Opportunity Act.	
3. Define types of sexual, hostile environment, discrimination, And reverse discrimination.	
4. Explain the requirement for verification of employability under IRCA and describe penalties for noncompliance.	
5. Explain Affirmative Action.	
6. Describe a human resource Code of Ethics for employees.	
7. Define employee rights and responsibilities.	
8. Describe habitual employee handicaps (tobacco, drugs, alcohol).	
9. Differentiate between exempt and non-exempt employees.	
10. Define an independent contractor.	
11. Define defamation, disclosure, and negligent hiring.	
12. Explain the Fair Labor Standards Act (FLSA).	
13. Explain OSHA requirements.	
14. Explain requirements of ADEA and its impact on early retirement programs.	
15. Explain Family Medical Leave Act, Worker Adjustment and Retraining Act, Older Worker Benefit Protection Act, and Retirement Security Act.	
16. Define the Americans with Disabilities Act and accommodations made by employers.	
17. Define work-related injuries covered by Worker’s Compensation.	
18. Define the role of the National Labor Relations Act.	
19. Explain workplace violence and the need for security programs.	
20. Define the Privacy Act of 1974 and its impact on Human Resources management.	
21. Explain the Drug Free Workplace Act of 1988.	
Competency F: Human Resource Planning (mission, vision, internal/external issues, future needs)	NEEDS: 14
Tasks	
1. Define human resource planning.	
2. Explain the role of human resources in a comprehensive planning process.	
3. Describe the goals and policies within human resources.	
4. Explain the importance of teams at work.	
5 Recognize the role of diversity in an organization.	
6. Evaluate and update human resource policies.	
7. Identify human resource challenges and possible remedies.	
8. Identify latest human resource trends impacted by work from home, flexible scheduling, job sharing, etc.	
9. Explain human resources’ role for maintain a company code of ethics.	
10. Discuss how changes in technology, workforce diversity, skill requirements, and world issues (COVID 19) impact human resources.	

FBLA Human Resource Management Study Guide

Competency G: Labor Relations and Collective Bargaining (union management relations, employee rights, negotiating contracts)	NEEDS: 14
Tasks	
1. Develop a timeline for the history of management-labor relations.	
2. Compare adversarial and cooperative approaches to labor relations.	
3. Describe labor legislation (Wagner Act, Taft-Hartley Act).	
4. Describe case laws that prohibit certain acts by organized labor.	
5. Describe case laws that prohibit certain acts by management.	
6. List the steps for organizing a labor union.	
7. Explain the employee grievance process.	
8. Describe the negotiation process and binding arbitration.	
9. Explain the role of the National Labor Relations Board.	
10. List the steps of collective bargaining.	
11. Define impasse and labor strike.	
12. Define unions, mediation, and arbitration.	
13. Explain the goal of management when negotiating with labor.	
14. List the goals, structure, and management of labor unions.	

HUMAN RESOURCE MANAGEMENT SAMPLE QUESTIONS

- 1) One method of increasing employing satisfaction is through a corporate-wide pay plan that uses a structured formula to allocate a portion of company profits to employees as a contribution to the retirement arrangement called _____.
 - A) COBRA Plan
 - B) profit sharing
 - C) ESOP Sharing
 - D) stock option

- 2) The human resource worker must keep all the following employee information confidential **except** _____.
 - A) marital status records
 - B) committee members contact information
 - C) medical records
 - D) investigative records

- 3) A layoff generally occurs from _____.
 - A) unsatisfactory job performance
 - B) employee turnover
 - C) changing business conditions
 - D) inappropriate work behavior

- 4) Workforce planning involves all the following **except** _____.
 - A) organizing the training of staff
 - B) forecasting future personnel requirements
 - C) examining production plans in a factory
 - D) preparing and maintaining personnel records

- 5) The process to identify and determine in detail the particular job duties and requirements is a job _____.
 - A) classification
 - B) analysis
 - C) evaluation
 - D) description

- 6) The duties of a position and essential responsibilities of the job are a job _____.
 - A) opening

- B) description
 - C) specification
 - D) analysis
- 7) One measurement of success for the human resource department is how long an employee stays with a company. This measurement is called _____.
- A) tenure
 - B) seniority
 - C) employee loyalty
 - D) employee retention
- 8) The first step of the employee recruitment process is job _____.
- A) advertisement
 - B) analysis
 - C) screening
 - D) orientation
- 9) Whenever there are new job openings or job vacancies, the company should first turn to _____.
- A) recent college graduates
 - B) discharged employees
 - C) current employees
 - D) job applicants on file
- 10) The advancement of an employee within a company to a position with more authority and responsibility is a _____.
- A) promotion
 - B) layoff
 - C) training opportunity
 - D) transfer
- 11) Gathering data from an outside source about a prospective employee is the purpose of _____.
- A) cover letters
 - B) interviews
 - C) resumes
 - D) professional references

- 12) Interview Question: What changes have you made in working with others to be more effective at work? This question will help the interviewer to learn more about the candidate's _____.
- A) professional characteristics
 - B) team skills
 - C) goals for the future with the company
 - D) dedication to completing a project
- 13) After a company has completed a job analysis and posted an advertisement that has generated a lot of applications, the next step _____.
- A) organizing orientation for all the applicants
 - B) setting up interviews for all the applications
 - C) requires screening the applications
 - D) offering the job to the best candidate
- 14) A contingency factor affecting the job offer would be the _____.
- A) first impression of the candidate
 - B) drug test
 - C) appearance of the candidate
 - D) interview
- 15) Your friend has been discharged from their job because the company has hired individuals from another country where labor costs are lower. This is an example of _____.
- A) expatriation
 - B) outsourcing
 - C) discrimination
 - D) job specification

1) B

- 2) B
- 3) C
- 4) C
- 5) B
- 6) B
- 7) D
- 8) B
- 9) C
- 10) A
- 11) D
- 12) B
- 13) C
- 14) B
- 15) B

General Competitive Events Guidelines

The general event guidelines below are applicable to all FBLA High School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

All members and advisers are responsible for reading and following competitive event guidelines.

Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit four entries in all events.
- Each competitor can only compete in one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. **PLEASE NOTE** that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Picture identification (drivers' license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.

General Competitive Events Guidelines

Repeat Competitors

- **Members** may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed to determine the winner.
- **Objective and Production Tests:** The production test scores will be used to break a tie.
- **Objective Tests and Performances:** The objective test score will be used to break a tie based on the tie-breaking criteria of objective tests.
- **Reports/Projects and Performances:** The report/project scores will be used to break a tie.
- **Performances:** Judges must break ties and all judges' decisions are final.

General Competitive Events Guidelines

National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components (reports and projects) must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged projects and reports must be submitted electronically.
- All production tests must be submitted by 11:59 p.m. Eastern Time on the third Tuesday in May.
- All production tests must be uploaded online on the required platform.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

National Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.