

Contestant Number: _____

Time: _____

Rank: _____

ETHICS & PROFESSIONALISM

(540)

—Post-secondary—

REGIONAL – 2019

PRELIMINARY

TOTAL POINTS

_____ (160 points)

Commented [VT1]: See suggested changes on test and make here if you agree, please.

Failure to adhere to any of the following rules will result in disqualification:

1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

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Workplace Skills Assessment Program competition.

Case Study

You work as an administrative assistant for Professional Business Associates in the Receiving Department. The office environment is generally casual and the floor plan is open.

One of the vendors, Pete, who drops off products twice a week has been working with the company for over three years so he is very familiar with the company environment and knows the employees' personalities. He stops by your desk every time he makes a delivery. He is friendly, funny, and a pleasure to talk to but stays long enough that it disrupts your work progress every time he comes. Once he leaves your desk, he stops by two others disrupting their work progress as well.

- Do you talk to your colleagues about Pete when he leaves?
- How do you respond to Pete's behavior?
- How does the nature of your relationship with Pete impact your response?
- What might you say to Pete to discourage his lengthy visits with you without damaging the relationship with this vendor?
- What can the company do to protect from this kind of disruption?

Critical Behaviors Desired:

There are two issues at play here:

- 1) *A person who is not employed with the company is interrupting company time*
- 2) *Professional communication*
 - a. *Company and vendor*
 - b. *Co-worker to co-worker*

JUDGING PROCEDURE

- The contestants will be provided 20 minutes to develop the presentation.
- Notes will be made on the note cards provided by the event proctor.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the *Ethics & Professionalism Resources Manual*, along with three note cards for note taking, may be used in the preparation room.
- Cell phones may *not* be used in the preparation room.
- Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
- The contestants will speak before a panel of judges and a timekeeper.
- The presentation will be no less than five (5) minutes and no more than seven (7) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The presentation will be stopped at seven (7) minutes; followed by judges' questions not to exceed three (3) minutes.
- Contestants should be dismissed upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets and contest materials.
- No audience is allowed in the contest room.

Please double-check and verify all scores!