



CAREER CLUSTER
Finance

INSTRUCTIONAL AREA
Financial Analysis

PRINCIPLES OF FINANCE EVENT

PARTICIPANT INSTRUCTIONS

PROCEDURES

1. The event will be presented to you through your reading of these instructions, including the Performance Indicators and Event Situation. You will have up to 10 minutes to review this information to determine how you will handle the role-play situation and demonstrate the performance indicators of this event. During the preparation period, you may make notes to use during the role-play situation.
2. You will have up to 10 minutes to role-play your situation with a judge (you may have more than one judge).
3. You will be evaluated on how well you meet the performance indicators of this event.
4. Turn in all your notes and event materials when you have completed the role-play.

PERFORMANCE INDICATORS

1. Explain the role of finance in business.
2. Describe the need for financial information.
3. Explain the concept of accounting.
4. Explain the need for accounting standards (GAAP).



INTERVIEW SITUATION

You are to assume the role of an applicant for a part time position in the accounting department at the CAPITAL CITY SCHOOL DISTRICT. You have submitted your résumé and have been invited in for a personal interview with the director of finance (judge). This interview will be used to measure your knowledge and understanding of a key aspect of the department. The director of finance (judge) wants to make sure you understand the role of accounting and the importance of accounting standards.

CAPITAL CITY SCHOOL DISTRICT oversees 20 elementary schools, 8 middle schools and two high schools. The accounting department ensures the overall integrity of the general ledger for the purpose of financial reporting. Balance sheet accounts, bank accounts, and inter-funds are some of the items reconciled by the accounting department. The director of finance (judge) wants you to explain the role of finance and accounting in business. Your presentation must also include the additional performance indicators listed on the first page of this event. Following your explanation, the director (judge) will ask you to respond to additional questions.

The interview will take place in the director's (judge's) office. The director (judge) will begin the interview by greeting you and asking you to explain your knowledge and understanding of finance and accounting. After you have provided your explanation and have answered the director of finance's (judge's) questions, the director (judge) will conclude the interview by thanking you for your presentation.

JUDGE'S INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE'S ROLE

In preparation for this event, you should review the following information with your event manager and other judges:

1. Procedures
2. Performance Indicators
3. Interview Situation
4. Judge Situation Characterization
Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.
5. Judge's Evaluation Instructions
6. Judge's Evaluation Form
Please use a critical and consistent eye in rating each participant.

JUDGE SITUATION CHARACTERIZATION

You are to assume the role of director of finance for CAPITAL CITY SCHOOL DISTRICT, a school district that oversees 20 elementary schools, 8 middle schools and two high schools. The applicant (participant) is applying for a part time position in the accounting department. The accounting department ensures the overall integrity of the general ledger for the purpose of financial reporting. Balance sheet accounts, bank accounts, and inter-funds are some of the items reconciled by the accounting department. The applicant (participant) has submitted a résumé and has been invited in for a personal interview with you. This interview will be used to measure the applicant's (participant's) knowledge and understanding of the role of accounting and the importance of accounting standards.

For the first part of the presentation, the applicant (participant) has been asked to explain the role of finance and accounting in business. In addition, the presentation must also address the remaining performance indicators on the first page of this event.

The interview will take place in your office. You will begin the interview by greeting the applicant (participant) and asking to hear the applicant's (participant's) knowledge and understanding of finance and accounting in business. Following the applicant's (participant's) explanation, you are to ask the following questions of each participant:

1. Why do school districts need to be extra cautious when it comes to accounting?
2. What is one consequence of not following accounting standards?

Once the applicant (participant) has answered your questions, you will conclude the meeting by thanking the applicant (participant) for the work.

You are not to make any comments after the event is over except to thank the participant.

Answers will vary but should demonstrate a basic understanding of the concepts.

JUDGE'S EVALUATION INSTRUCTIONS

Evaluation Form Information

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge's Evaluation Form. Although you may see other performance indicators being demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event.

Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event chairperson and the other judges to ensure complete and common understanding for judging consistency.

Level of Evaluation	Interpretation Level
Exceeds Expectations	Participant demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.
Meets Expectations	Participant demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89 th percentile of business personnel performing this performance indicator.
Below Expectations	Participant demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69 th percentile of business personnel performing this performance indicator.
Little/No Value	Participant demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps this person should seek other employment; would rank in the 0-49 th percentile of business personnel performing this performance indicator.



PRINCIPLES OF FINANCE, 2015

Participant: _____

JUDGE'S EVALUATION FORM
SAMPLE SCENARIO 2015

I.D. Number: _____

INSTRUCTIONAL AREA
Financial Analysis

Did the participant:		Little/No Value	Below Expectations	Meets Expectations	Exceeds Expectations	Judged Score
PERFORMANCE INDICATORS						
1.	Explain the role of finance in business?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
2.	Describe the need for financial information?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
3.	Explain the concept of accounting?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
4.	Explain the need for accounting standards?	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
5.	Overall impression and responses to the judge's questions	0-1-2-3-4-5-6	7-8-9-10-11	12-13-14-15-16	17-18-19-20	
TOTAL SCORE						