



ORAL PRESENTATION OVERVIEW

Rubric & Scoring Elements

Each element will be rated from 1 to 5 stars. A score of five is outstanding and a score of one needs significant improvement.

ELEMENT	JUDGING CRITERIA	TASK ALIGNMENT
Employee Handbook	<p><i>Does the Employee Handbook clearly define the expectations of employees and management?</i></p> <ul style="list-style-type: none"> The handbook reflects the company’s mission, culture, and outline expectations for employees and management. Did the team discuss the structure, content, and key policies found in the handbook? 	HR-3 MGT-4 HR-4
Company Communication	<p><i>How well does the company communicate with its employees?</i></p> <ul style="list-style-type: none"> Did the team discuss examples of communication methods used by the company (newsletter, HR website, memos, notices, agendas, etc.) to inform employees on company policies and announcements? Were the examples of communication professional, yet aligned to the company mission, culture and goals? Did the communication channels show consistency and alignment to mission, culture and goals? 	HR-6 LEGAL-6 HR-9 HR-10 LEGAL-7 LEGAL-8 HR-11 HR-17
Employee Evaluations	<p><i>Does the company have an effective process for evaluating employees?</i></p> <ul style="list-style-type: none"> Did the team discuss the process for collecting and evaluating data regarding employee performance and efficiency? Did the team show an effective evaluation system that is inclusive of upper management? Does the evaluation include a rubric or point system? Are there clear action plans based on performance data? 	HR-7 HR-12
Employee Recognition	<p><i>How well does the company motivate and recognize employees?</i></p> <ul style="list-style-type: none"> Does the company have a clear plan to motivate employees to strive for excellence and recognize those who do? Did the team explain how the company acknowledges employees who stand out? 	HR-8
Quality of Presentation	<p><i>How well does the company present the material?</i></p> <ul style="list-style-type: none"> Organization: Presentation content is organized in a logical way. 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. 	
Q&A	<p><i>How well does the team answer questions based on the presented materials?</i></p> <ul style="list-style-type: none"> Are they able to effectively answer your questions? Are they able to provide additional context or clarity that enhances the information presented? Are their responses consistent with the information that was presented? 	