



CAREER CLUSTER

Finance

INSTRUCTIONAL AREA

Financial Analysis

PRINCIPLES OF FINANCE EVENT

PARTICIPANT INSTRUCTIONS

- The event will be presented to you through your reading of the 21st Century Skills, Performance Indicators and Event Situation. You will have up to 10 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 10 minutes to make your presentation to the judge (you may have more than one judge).
- You will be evaluated on how well you demonstrate the 21st Century Skills and meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

21st CENTURY SKILLS

- Critical Thinking – Reason effectively and use systems thinking.
- Communication – Communicate clearly.
- Creativity and Innovation – Show evidence of creativity.

PERFORMANCE INDICATORS

- Explain the role of finance in business.
- Describe the need for financial information.
- Discuss the role of ethics in finance.
- Explain legal considerations for finance.

EVENT SITUATION

You are to assume the role of an employee in the finance department at HILLSIDE PARTNERS, a large law firm. The administrative assistant (judge) has asked you why a law firm's finance department needs to be concerned about ethics and legal considerations.

The administrative assistant (judge) is helping the finance department reconcile the law professionals billable hours. These hours are charged to the client by the lawyer working on the client's behalf. The administrative assistant (judge) does not understand why it is important that the finance department carefully examines the staff's billable hours.

You must explain to the assistant (judge) the role of finance in the business, the role of ethics in finance and legal considerations.

You will present the information to the administrative assistant (judge) in a role-play to take place at the office. The administrative assistant (judge) will begin the role-play by asking you about ethical and legal considerations. After you have presented the information to the administrative assistant (judge) and have answered the administrative assistant's (judge's) questions, the administrative assistant (judge) will conclude the role-play by thanking you for the information.

JUDGE INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE ROLE

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

1. Participant Instructions, 21st Century Skills and Performance Indicators
2. Event Situation
3. Judge Role-Play Characterization
Allow the participants to present their ideas without interruption, unless you are asked to respond. 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.
4. Judge Evaluation Instructions and Judge Evaluation Form
Please use a critical and consistent eye in rating each participant.

JUDGE ROLE-PLAY CHARACTERIZATION

You are to assume the role of an administrative assistant in the finance department at HILLSIDE PARTNERS, a large law firm. You have asked a co-worker (participant) why a law firm's finance department needs to be concerned about ethics and legal considerations.

You are helping the finance department reconcile the law professionals billable hours. These hours are charged to the client by the lawyer working on the client's behalf. You do not understand why it is important that the finance department carefully examines the staff's billable hours.

You have asked the co-worker (participant) to explain the role of finance in the business, the role of ethics in finance and legal considerations.

The participant will present the information to you in a role-play to take place at the office. You will begin the role-play by asking about ethics in finance and legal considerations.

During the course of the role-play you are to ask the following questions of each participant:

1. Does our client have a responsibility to make sure we are financially ethical?
2. Why are financial ethics important when building a clientele?

After the co-worker (participant) has explained the information and has answered your questions, you will conclude the role-play by thanking the co-worker (participant) for the work.

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

EVALUATION INSTRUCTIONS

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 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 director 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 2024

JUDGE'S EVALUATION FORM ICDC PRELIMINARY

Participant: _____

ID 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	
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	
3.	Discuss the role of ethics in finance?	0-1-2-3-4-5	6-7-8-9-10	11-12-13-14	15-16-17-18	
4.	Explain legal considerations for finance?	0-1-2-3-4-5	6-7-8-9-10	11-12-13-14	15-16-17-18	
21st CENTURY SKILLS						
5.	Reason effectively and use systems thinking?	0-1	2-3	4-5	6-7	
6.	Communicate clearly?	0-1	2-3	4-5	6-7	
7.	Show evidence of creativity?	0-1	2-3	4-5	6-7	
8.	Overall impression and responses to the judge's questions	0-1	2-3	4-5	6-7	
TOTAL SCORE						