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Welcome

SHRM would like to thank you for hosting an HR Student Games competition in your State. The HR students of today are learning and applying information much faster than ever before. The future of the HR Profession is dependent upon helping these students grow into the right kind of HR professionals, and this type of event provides a great opportunity for HR students and professionals to connect.

Students will participate in a fast-paced HR Game that provides them with a check of their knowledge application from the latest in HR competencies. If they are at a college or university whose program is aligned with SHRM’s HR Curriculum Guidelines, the competition will help them understand the questions on the SHRM-CP Certification, which they may be eligible for in their final year of study. (Find out more on the SHRM Website) Finally, students will begin to develop the HR resources they need to build a network and connect with future resources and information. All of this can help them get a job.

As a SHRM State Council, the coordination of this event will help to expand your network and build connections with the students as potential professional members and volunteers. These HR students have tremendous energy and excitement about the future, so provide them opportunities and information to engage with the State Council and your local chapters. Thank you again for supporting the development and future of the HR profession.
Pre-Conference

This section outlines the activities that need to be completed to plan your State HR Student Games event.

Date and Location

One of the most important steps in the process is the date. It is recommended that you work closely with the state’s Student Chapter Advisors and Chapter Presidents as well as the College Relations CLA Directors for each professional chapter. Be careful to avoid the following:

• National Holidays
• Spring Break for the schools in your state
• Graduation Week
• Finals Week
• Chapter Conferences
• State Conferences, unless the event is in conjunction with the conference

Once you have selected a date, next you need to pick a location for the event. Partnering with a university or school in your state will allow you to reduce the cost of hosting the event. The host school must agree to provide rooms to hold the event, parking passes for students/volunteers on the day of the event, tables/chairs for registration/sponsor tables and allow sponsors on the campus. This could include a sponsor from a competing university in the state talking about their competing program.

Benefits to the host school could include:

• Podium time to talk about the school and programs
• Table to provide program information to the students
• Logo included in State Council marketing material
• Opportunity for students to visit the campus

If you have multiple schools interested in hosting, you can rotate where you hold it each year or select the most central location for the schools in the state. Further information about involving other schools at the event can be found in the Sponsorship Section.

Event Schedule

The HR Student Games competition can be held as a half-day or full-day event. There are options for meals, speakers, networking, and career connector sessions. You will find two suggested schedule options below that include these options for planning.

Half-day or shorter conference, below is a general timeline:

• 7:30 - 9:00 am - Registration
• 8:00 - 9:00 am - Attendee Breakfast (optional)
• 9:00 - 9:15 am - Welcome
• 9:15 - 10:30 am - Opening General Session/Presentation
• 10:30 - 10:45 am - Break
• 10:45 - 11:30 am - Networking Activity with Students
• 11:30 - 12:30 pm - Lunch
• 12:30 - 1:45 pm - HR Student Game competition  
  (Jeopardy-style format in 15 minute rounds)
• 1:45 - 2:00 pm – Recognition of winning team(s), wrap-up, prizes, thank you, closing

Full-day conference, below is a general timeline:

• 7:30 – 11:00 am - Registration
• 8:00 – 9:00 am - Attendee Breakfast
• 9:00 – 9:15 am - Welcome
• 9:15 – 10:30 am - Opening General Session/Presentation
• 10:30 – 10:45 am - Break
• 10:45 – 11:30 am - Networking Activity with Students
• 11:30 – 12:30 pm - Attendee Luncheon
• 12:30 – 2:00 pm - Career Mentoring Session with HR Professionals
• 2:00 – 2:15 pm - Break
• 2:15 – 3:30 pm - HR Student Game competition (Jeopardy-style format)
• 3:30 – 4:30 pm - Closing General Session/Presentation
• 4:30 – 5:30 pm - Recognition of winning team(s), wrap-up, prizes
• 5:30 – 6:30 pm - Closing Networking Reception

The decision regarding which option you select above can be driven by budget, volunteer availability and time. You will need to select the option that works best for your state.

Volunteers

The success of the HR Student Games event will depend the number and quality of the volunteers. Partnering with the chapters in your state to encourage members to volunteer will be vital to success. The number of volunteers will depend on the option you choose to include at your event. Volunteers are expected to attend meetings and conference calls to plan the event, and must also commit to participate in the setup/breakdown and attend the entire event.
Here is a list of the volunteer positions needed to run a successful event. The definition of each volunteer position is in the volunteer appendix.

- HR Student Games Event Chair (Could be co-chairs)
- Emcee/Game Host (Could be separate roles)
- Scorekeeper/Timekeeper/Judge (Could be separate roles)
- Game Operator
- Reception/Check-in Table (2)
- Morning Keynote Presenter
- Afternoon Keynote Presenter
- Career Mentors (5 or more)
- Coordinator / Onsite Logistics

Although these volunteer roles can be filled with any willing HR professional, it is recommended to utilize judges who are SHRM-CP or SHRM-SCP certified. It is also important that volunteers and advisors who support or are involved with a participating student team do not serve as Event Chair, Emcee/Game Host, Scorekeeper/Judge or Game Operator to eliminate bias (real or perceived.)

Keynote presenters need to have demonstrated presentation experience, preferably with student audiences. Potential speakers should be recommended by a member of the State Council or the Professional Chapters in the state and proof of presentation skills should be provided before the speaker is confirmed.

**Sponsors**

The HR Student Games event needs to have funds for meals and other supplies. The location should be free with the partnership of a host university. Other sponsors will be charged a fee to attend the event and have a table offering information to the students. You can have specific sponsors for the following:

- Breakfast Sponsor (table and podium comments)
- Lunch Sponsor (table and podium comments)
- Keynote Sponsor (table and podium comments)
- Career Mentoring Sponsor (table and podium comments)

These sponsors are in addition to the host sponsor and other general exhibitor option. Sponsors will likely come from universities in the state or employers who hire new graduates as entry level HR professionals. The cost of sponsorships will depend on the costs expected for the HR Student Games event, with the option for the State Council to have a positive income.
generation from the event. The excess funds could be used to send the winning team(s) to the SHRM Annual Conference and Exposition.

Marketing

Event marketing for the HR Student Games will focus on the HR students in the state. The State Council can use a SHRM Eblast to announce the event to all HR student members and professional members in the State. The State Council should also leverage Social Media, the Student Chapter Advisors, and College Relations CLA Directors to promote the event.

The recruitment of volunteers to the event will require working with the Professional Chapters in the State.

You should begin marketing with the “Save the Date” announcement to all Student and Professional Chapters.

Setup/AV

There is no perfect way to set the room for the HR Student Games competition rounds. You can have classroom style seating, tables (rectangle or round) and chairs, or theater seating as in some college classrooms. The most import aspect of the room setup is the ability for each team to gather around their team table with a clear view of the screen showing the game questions. Here is a list of the setup and audio-visual items needed:

- Projector and Screen
- Microphones (3)
- Panel tables and seating for teams
- Podium
- Laptop to run the game boards and for keynote presentations
- Jeopardy Game Boards (Provided by SHRM for state-wide events, request form in Appendix)
- Seat flyers & brochures
- Pens/notepads
- Name tags to distinguish the teams

The host university typically provides all the physical setup items in the list above. The laptop may be provided or you can use a volunteer’s laptop, if it connects with the projector provided. You can add other items to the list to meet your individual event needs.
HR Game Setup

- Determine student eligibility criteria (Individual & Team Eligibility Requirements sample document is in the appendix) and categories (e.g. Division I & Division II, undergraduate only, undergraduate & graduate, etc.)
- Determine the maximum number of participating teams for the event overall as well as the number of students per team. (Although teams comprised of 2 or 3 students is recommended, other options may be considered based on interest of local student teams and space constraints at the selected venue.)
- Set the limit of competing teams per school (e.g. one school per event, one school per competition category, total number per event)
- Prepare the initial schedule of competition rounds (to be finalized once team registration concludes and total number of teams is confirmed)
- Request HR Student Games board and operating instructions from SHRM for delivery no earlier than three weeks prior to event. (Use the Request Form Here)
- Provide registration confirmation communication to Team Captains, including all required HR Student Games documents:
  - Integrity Statement including deadline for team captains to return signed document (must be received by stated deadline or team may not participate in the HR Student Games) – See Appendix for Integrity Statement
  - HR Student Games Rules & Regulations – See in Announcements on Page 14 through 16 below.
Conference Execution

Setup

The room setup below will allow the teams clear view of each question and the volunteers to observe the teams, while still performing their required tasks.

The HR Student Games is a single elimination tournament. Each team will compete against one or two other competing teams. Each game will consist of two (2) rounds with twenty (20) questions in each. There should be a two (2) minutes break while the game board is reset for the second round. The teams may not exit the room during this break. The format of the tournament should look like this:
Announcements

HR Student Games Presenter Announcements and Rules to be read aloud prior to the start of every match:

- To ensure the fairness and integrity of the HR Student Games, spectators and coaches are not permitted to talk, discuss answers or signal team members during the competition.
- No one in the room including the team members, coaches or audience may take notes or use any recording devices.
- If any of the volunteers suspect that security has been breached we will stop the competition and ask those individuals to leave.
- The audience should remain quiet during the competition; however, we encourage you to applaud for correct answers.
- Advisors and coaches are not permitted to challenge questions during the rounds or to participate in the judges’ review of appealed questions. Anyone doing this will be asked to leave the match.
- Please turn off all cell phones.
- Spectators and participants have a responsibility to practice good sportsmanship and to treat all competitors with respect and courtesy.
Read aloud the following procedures prior to the start of the first round. For subsequent rounds, ask the teams if they would like the procedures read again.

- We will start with a coin toss. The team on my right will call “heads” or “tails.”
- Once the toss is made, the winning team will choose the first question.
- There will be two game boards in this match, each with 20 questions. The first game board of Knowledge Questions will have point values of 100, 200, 300, 400 and 500 points. The second board of Situational Judgment Questions will contain point values of 200, 400, 600, 800 and 1000.
- Each scenario will be read once and the question will be read twice. If a team member raises their hand before the question has been read twice and answers incorrectly, the question may be repeated for the opposing team. The scenario will not be read again.
- The timekeeper will begin clocking 30 seconds after the question has been read twice.
- If neither team raises a hand in within 30 seconds, the team who got the last correct answer selects the next question.
- If a question is read and neither team wants to answer, both teams may say “pass” and the time will stop and a new question will be selected.
- Answers to questions will be read by the judge only after each team has had a chance to answer or both teams elect to “pass.”
- If a team member raises their hand, the timekeeper will begin clocking five seconds for that team to answer the question. If the team answers incorrectly, the opposing team may have five seconds to answer the question, after it is repeated for them.
- After raising a hand, teams should wait until the game host calls on them before answering a question. The game host will determine which team raised their hand first. If there is doubt, a discussion with the Scorekeeper can occur to determine which team will answer first.
- Each team has the right to challenge up to three times per match if they disagree with the judge’s ruling on an answer. At this point the timekeeper will stop the clock. The judge will refer to the justification in the answer. Based on the justification the judge will issue a final ruling.
- Each team has the right to ask for the score up to two times per match, before the request for a new question is made.
- Each team can call a 2-minute time-out one time during the round. No players will be allowed to exit the room at this time.
- The HR Student Games competition exists to promote human resource education and competency, the value of the SHRM-CP and SHRM-SCP certification exams, and interaction among students and professionals.
Although winning is important, the primary objective is to promote the educational development of student members.

Ask if participants have any questions before continuing. If there are no questions, wish the teams good luck and start the match.

**Game Scoring**

The judge and the scorekeeper should both have a score sheet (a sample can be found in the appendix). Complete the top section of the score sheet (round, date, time and teams competing) prior to the start of each match. Track scores of both teams in the appropriate columns during the competition, as well as question category, and point values. Points are added for each correct answer and deducted for each incorrect answer.

As time allows, post a running score periodically on the white board or flip chart. Each team has the right to ask for score up to two times per match. Total the scores for each team at the end of each round. Prior to announcing a winner, the judge verifies scores from the round. Announce the scores of both teams at the end of the round. If the score total is the same for both teams, the team answering the most questions correctly will be declared the winner.

**Mentoring**

The career mentoring session is an opportunity for students and HR professionals to meet and discuss a career in HR. These sessions are 15 to 20 minutes. They can be one student or multiple students depending on the schedule, number of volunteers and room setup. These can be used to provide a meaningful activity for students not competing in the early rounds of the HR Student Games. You will want to note this in the schedule for the day if mentoring is integrated during the competition time. The sessions can include:

- Resume review
- Mock interview
- Realistic job preview
- General HR career review
- Specific career counseling

All students attending the HR Student Games should come with copies of their resume. These can be shared during the mentoring sessions and potentially given to an HR professional with job opening at their organization.
Networking

The networking session at the HR Student Games will help the student attendees to begin or expand their HR network. The networking session needs to include the student attendees, and the HR professionals and volunteers supporting the event. The students will find in other student attendees a similar level of experience in HR. These new contacts will help create a peer group to ask questions and get support for the challenges they will face as they enter the HR profession. With the HR professionals attending, the students will have the opportunity to develop options for a mentor or gain information about a potential first job in HR. These established HR professionals can become a source of continued contact for organizational questions and career direction as the students grow in the HR profession.

Structure the networking session to encourage students to meet as many new contacts as possible. You can do this by calling for rotations on a set 5 minute schedule. The HR professionals attending will need to bring business cards to share with all the student attendees. You have the option to use a networking game and/or prizes to encourage the networking interactions, but the students want to make connections and providing the environment is often enough for the networking to happen.
Post-Conference

Awards and Recognition - SUGGESTIONS

First-Place Team
A plaque for the school to display and individual plaques for team members, certificates and/or scholarship money.**

Second-Place Team
Individual plaques for team members, certificates and/or scholarship money.**

Volunteer Recognition Certificates
Individual certificates for volunteers in appreciation of their participation.

Collegiality Award
This special award is presented to the team who exemplifies professionalism, a positive attitude and respect for fellow competitors and volunteers. Team members and volunteers complete a ballot and select the team that meets the above criteria for collegiality. A sample collegiality award form can be found in the appendix.

The winner is announced at the final awards ceremony at the end of the competition.

** If a monetary award is provided, the state council will need to request/obtain a completed Form W-9 from the winning school(s) to process the payment. Available from IRS.gov.

Reporting to SHRM

• Provide HR Student Games participation data to SHRM following events (total attendees, number of teams, number of volunteers, winning team name(s), etc.). Use the Report Card at this HERE.

Final Steps

• Send congratulatory communication to faculty advisors, include:
  o Reference to prize redemption process, as applicable, use W-9 form
  o Sample press release for college/university to use for recognition
• Build on this event’s success and begin planning for next year!
APPENDIX

HR Student Games Individual & Team Eligibility

SAMPLE Requirements:

Individual Eligibility

• All competing team members must be current SHRM student members with active memberships at the time they register.
• All competing team members must be active students at their college/university.
• All team members must register as HR Student Games attendees to be eligible to compete.

These individuals are NOT eligible to compete on a team:

• Any student eligible to sit for the SHRM-CP* or SHRM-SCP* or similar HR generalist certification. NOTE: Students enrolled in a bachelor’s or master’s HR degree program at an educational institution aligned to SHRM’s curriculum guidelines ARE eligible to compete. View SHRM certification student eligibility for more details.
• Students graduating in December are not eligible to compete in an event held the following spring.
• Ph.D., Ed.D., Psy.D., DBA or other doctoral students.
• Chapter advisors and university faculty members. *Refer to the SHRM-CP and SHRM-SCP Exam Eligibility Criteria to determine specific participation criteria for your event.

Team Eligibility

• Each school may have only one team compete per event division. (The State Council should set a maximum number of teams that can compete based on venue capacity.)
• Any team that registers after capacity has been reached will automatically be placed on a waitlist. If a slot opens, the team captain will be notified. Waitlisted teams will be invited to compete in the order in which they registered.
• Waitlisted teams will only be added to the games lineup if a registered team drops out of the games prior to the start date. This allows the waitlisted teams to fully participate in all aspects of the games. Waitlisted teams will NOT be allowed to compete in place of a registered team that is unable to attend the onsite event.
• Switching teammates is permitted until the start of the games. However, there will be no switching of team members during the games.
• Students from a college/university where no SHRM student chapter exists may form a team if all team members are SHRM student members.

Division Eligibility
• Competing teams may be divided into two divisions. If using two divisions, Division I and Division II, teams are eligible to compete as follows:

Division I: Each team is made up of a minimum of two and a maximum of six undergraduate students, with each undergraduate team member being age 25 or younger as of Jan. 1 of the year of the games.

Division II: Each team is made up of a minimum of two and a maximum of six students meeting one of the criteria below:
- The team is made up entirely of graduate students (regardless of age), OR
- The team is made up of undergraduate students and at least one team member is age 26 or older as of Jan. 1 of the year of the games.

• A minimum of two teams must compete in each Division (I/II) for the division award to be given.
• If the minimum is not met, the one registered team will not be allowed to participate in the games.

NOTE: Other categories (e.g. Undergraduate and Graduate) may be utilized.

Volunteer Roles:
• HR Student Games Event Chair (Could be co-chairs) – This role is the lead for the entire event. The event chair will work with the State Council and host school on all aspects of the event, and is responsible for coordination of all volunteer roles.
• Emcee/Game Host (Could be separate roles) - The game host will be responsible for facilitating each round, starting on time, reviewing rules/regulations, reading questions for each round, and enforcing official HR Student Games rules. The Game Host will determine which team raised their hand first. If there is doubt, a discussion with the Scorekeeper can occur to determine which team will answer first. The emcee will welcome students to the event and introduce all the sessions and speakers. At the end, the emcee will present the awards and thank the attendees.
• Judge – SHRM-CP or SHRM-SCP certification is highly recommended. The judge will be responsible for ruling answers (from the question/answer list) correct or incorrect during each round, and enforcing official HR Student Games rules. Judges
will be responsible for maintaining the security of competition questions and verifying the scores at the end of each round.

- Scorekeeper - The scorekeeper will keep a running tally of scores during each competition and submit final scores to the judge. This volunteer will also be responsible for keeping time during each round in accordance with HR Student Games rules. This position will assist the Game Host in determining which team raised their hand first.

- Game Manager - The Game Manager will be responsible for blocking out categories and points on the matrix board for each round.

- Reception/Check-in Table (2) – These volunteers will setup the check-in area. They will prepare the badges for the attendees and check them in as they arrive. They will remain at check-in until all the attendees have arrived. Then clean up the registration area.

- Morning Keynote Presenter
- Afternoon Keynote Presenter

- Career Mentors (5 or more) – The career mentors are HR professionals from the local area. They will meet with students in 15 to 20 minute sessions. These could include a mock interview, resume review, discussion of a career in HR, or HR job preview. These volunteers should have a positive outlook on the HR profession and be comfortable providing career counseling. The number of Career Mentors will be determined by the number of student attendees. You may want to have the students fill in a sign-up sheet for the available mentoring time slots.

- Coordinator / Onsite Logistics – This role will coordinate with the school for the needs during the onsite event. They will take the lead managing set-up and take-down the day of the event. Working with the Event Chair, the Coordinator will run the day of the event and resolve issues of teams and attendees.
Integrity Statement

HR Student Games - Integrity Statement

It is the State Council’s intention to provide a fair and unbiased administration of the HR Student Games. To maintain the highest level of integrity throughout the competition, all team participants and faculty advisors must agree to abide by the official HR Student Games Rules and Regulations, and SHRM Code of Ethics.

I acknowledge that as Team Captain, I will ensure the following:

- The team reads and abides by the official HR Student Games rules and SHRM Code of Ethics.
- Our faculty advisor(s) have read and are aware of the official HR Student Games rules and SHRM Code of Ethics.
- During the HR Student Games, the team does not attempt to secure advice from advisors, professors, parents, friends, or other personal contacts.

By signing below, you as the Team Captain:

- Attest that each member of your team competing in the HR Student Games, as well as the team’s faculty advisor, will familiarize themselves with both the official rules and regulations governing the HR Student Games and the SHRM Code of Ethics.
- Confirm acknowledgement of, and agreement with, the following principle: “Any individual determined to be in violation of any official HR Student Games rules agrees to abide by the consequences established for violating the HR Student Games rule(s), up to and including being disqualified from the games. Action taken will be at the judgment of the HR Student Games Team and judge, following appropriate inquiry and/or investigation resulting from a complaint about violating the rules or SHRM Code of Ethics. All decisions are final.”

Signature:________________________ Date:__________

School Name:__________________________
Score Sheet

SHRM HR Game Score Sheet

Round #_________________________ Date:__________
Time:__________

Team 1:_________________________

Team 2:_________________________

The scoring will allow the team to earn points for correct answers and lose points for incorrect answers. The questions, if missed, will be open to the other team for answering using the same +/- scoring.

<table>
<thead>
<tr>
<th>Question</th>
<th>Team #1 (+/-)</th>
<th>Team #2 (+/-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge - 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge - 200</td>
<td></td>
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<tr>
<td>Knowledge - 300</td>
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<td>SJT - 800</td>
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<td></td>
</tr>
<tr>
<td>SJT - 1000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Score: ___________________________

Winning Team: ___________________________
HR Student Games Collegiality Award Form

One vote per participant.

This special award goes to the team that exemplifies professionalism, a positive attitude and respect for fellow competitors and volunteers. What makes this award special is that YOU (team members and officials) make the selection.

Please write the name of the team that you believe best fits the criteria for collegiality on this form. Be specific as to which team you are voting for, if there is more than one team from the same school. The winner will be announced at the awards presentation following the competition.

If you have any questions regarding the collegiality award or are unsure of a team’s name, please ask one of the HR Student Games volunteers.

The following team exemplified collegiality during the competition:

________________________________________________________________________

Thank you for taking the time to vote!
Congratulatory Message Sample

Dear XXX,

Congratulations on your team’s win at the SHRM [insert year and state name] HR Student Games! This email contains information on how to redeem the team’s XXX.

As a reminder, the team receives:

- A Certificate to display at your university (provided onsite during the event’s awards ceremony)
- Complimentary registration for all registered team members and one student chapter advisor to [insert event name, date(s) and location] (STATE CONFERENCE)
- $XXX to reimburse travel expenses to the conference [edit as needed]
- Special seating and recognition at a general session of the conference
- Press release template for the team to complete and send to local media (attached below)
- Recognition on the XX State Council website

Cash Prize Award

A W-9 Form must be completed prior to the issuance of the team’s $XXX cash prize

- Please complete the W-9 Form, scan and email to my attention as soon as possible, but no later than [XX/XX/YYYY].
- The check will be sent to the organization/address indicated on the W-9 Form.
- Checks will be made payable to your college/university, NOT to an individual.
- No receipts are required to be submitted.

Remember, we need the W-9 (one for the university) and individual conference registration forms completed for all winning team members who will be attending, along with the advisor’s, no later than [insert date.]

Again, congratulations on your win! Should you have any questions, please contact me at [insert contact info].
Sample Press Release

SHRM HR Student Games

Press Release SAMPLE

(personalized by event host for use by winning College/University)

Insert College/University Logo - XXX College/University Wins

SHRM [Insert State Name] HR Student Games

Human resource students recognized for winning the XX State HR Student Games

[CITY, STATE], [DATE] — Human resource students from XXX College/University won the HR Student Games at the recent Society for Human Resource Management (SHRM) [Insert State Name] HR Student Games. This competition enables team members to leverage their course knowledge in answering questions from the body of HR knowledge. The event tests the students’ understanding of the basic body of HR knowledge and competency.

During the competition, each team must think quickly and apply ethical decision making to answer each question first. The students from XXX College/University showed strong communication skills and teamwork in prevailing during the Preliminary and Final rounds. HR Professionals and SHRM members from XXXX (STATE) were onsite judges and volunteers to manage the event.

XX teams, comprised of undergraduate and graduate students from schools across the state, competed in the HR Student Games on [insert date and location]. The winning team from was XXX, with XXX taking second place.

“SHRM’s state-wide HR Student Games offer a unique opportunity for HR students to apply in-class learning to showcase their knowledge to seasoned HR practitioners,” said Susan Post, SHRM-SCP, Field Services Director East at SHRM. “These local events also enhance students’ perspectives on the value and importance of what it means to be a member of the HR community and career partners with SHRM as they embark on their HR professional pursuits.”

[INSERT PARAGRAPH ABOUT THE SCHOOL’S TEAM AND NAME STUDENTS AND THEIR HOMETOWNS.]

Winning teams receive free registrations to XXX and a $XXX cash prize.

Media: For more information, contact [FIRST AND LAST NAME] of [NAME OF CHAPTER or UNIVERSITY DEPARTMENT] at [PHONE NUMBER] and [EMAIL ADDRESS].