

# FUTURE BUSINESS LEADER

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

## **OBJECTIVE TEST COMPETENCIES (May include, but not limited to.)**

- general business concepts and knowledge (e.g., accounting, economics, law, communications, math, technology, business procedures, economics, marketing, international business)
- FBLA-PBL history, programs, and bylaws
- parliamentary procedure

## **PERFORMANCE COMPETENCIES**

- letter and resume complete
- ability to answer questions effectively
- demonstrates self-confidence, initiative, and assertiveness
- ability to communicate career knowledge and plans
- participation in school, community, and leadership activities

## **NBEA STANDARDS REINFORCED BY EVENT**

Accounting: the accounting cycle, the accounting process

Business Law: basics of the law

Career Development: workplace expectations

Communication: foundations, social, employment, organizational

Computation: mathematical, problem-solving applications

Entrepreneurship: entrepreneurs and entrepreneurial opportunities

International Business: foundations of international business

Management: management functions

Marketing: foundations of marketing

**CAREER CLUSTER(S):** Business, Management & Administration; Information Technology; Marketing, Sales, & Service

## **ELIGIBILITY**

The top five winners at the regional conferences may enter this event. If a chapter has no winners in the top five, it may enter one participant. All participants must be on record in the FBLA state and national offices as paying dues by February 15.

1. Participants must be selected in accordance with the regulations of the local chapter and the state association.
2. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
3. Participants failing to report on time for the event will not be permitted to compete.
4. Participants failing to submit materials **received** in the state office by March 10 will be disqualified.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## **OVERVIEW**

This event consists of three (3) parts: submission of a letter of application with a resume, an objective test, and an interview.

### Letter of Application and Resume'

The letter of application and resume' must be composed prior to the State Business Leadership Conference and submitted as noted in the guidelines below. Personal style and creativity are acceptable in the cover letter and resume; however, they must follow a standard, acceptable business format.

### Objective Test

A one (1) hour objective test will be administered based on the competencies listed. Nongraphing calculators will be provided.

Every effort will be made to provide computerized testing. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, Palm Pilots, or other memory storage devices may be used.

### Interviews

The fifteen participants with the highest scores from the written test will be scheduled for interviews.

The fifteen (15) top-scoring participants will be scheduled for fifteen (15) minute interviews in a final round.

## **GUIDELINES**

1. Three (3) copies of the following items must be submitted to the State FBLA Office. These materials must be **received** by March 10.
  - a. A one-page letter of application (original or copy) for the award addressed to Ms. Jean Buckley, President and CEO, FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191. The letter should state the reasons the participant is deserving of the honor of this award.
  - b. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
2. All copies of the above materials must be submitted in three (3) standard file folders. The tab of the folders must be labeled with the event title, participant's name, and school. Include participant's name on all pages submitted.
3. A deduction of ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
4. The fifteen (15) top-scoring participants will be scheduled for fifteen (15) minute interviews in a final round.
5. Participants will be scheduled for a ten (10) minute initial interview.
6. Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges. This includes gifts and notes at the time of the interview.
7. Final rank will be determined by the objective test score and the interview score.

## **Objective Test**

A one-hour objective test will be administered based on the previously listed competencies.

Every effort will be made to provide computerized testing. If this is not possible, participants must furnish their own No. 2 pencils and erasers. No graphing calculators, Palm Pilots, or other memory storage devices may be used.

The fifteen (15) top-scoring participants will be scheduled for fifteen (15) minute interviews in a final round.

## **JUDGING**

The objective tests will be machine graded.

The interview portions of these events will be evaluated by a panel of judges. All judges' decisions are final. The final interview rating sheet will determine the winners.

## **STATE AWARDS**

The judges will determine the number of awards presented at the State Business Leadership Conference. The maximum number will be five (5).

## **NATIONAL ENTRIES**

Washington State may enter two (2) state winners for national competition.

## **JOB INTERVIEW AND FUTURE BUSINESS LEADER DEDUCTION SYSTEM**

Specific common errors are listed as a means of encouraging the best possible letter and resume writing skills, as well as to ensure the highest level candidates for National competition and employment.

### **5-point Errors (5 points per error)**

- Failure to follow instructions
- Omission of essential part of letter or resume'
- No return address
- Grammatical error
- Use of acronyms without reference
- Inside address/salutation not consistent or not correct
- Inserted or omitted words/punctuation that change the meaning of the sentence
- Word division error
- Stated objective on resume doesn't apply to position/unclear
- No signature on letter

### **2-point Errors (2 points per error)**

- Inserted or omitted words/punctuation that do not change the meaning of the sentence
- Minor error in placement of document or part of document
- Omission of enclosure notation
- Inconsistency in sentence spacing
- Punctuation error
- Capitalization error
- Extra material included
- Stapled materials

### **Score of 0 on Letter of Application and Resume portion of Event**

- Misspelled words
- Wrong address



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## Interview Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Interview</b>					
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
<b>Leadership Ability</b>					
Participation and leadership in FBLA-PBL	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
<b>Application Materials</b>					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					_____ x 80% =
<b>Objective Test Score</b>					_____ x 20% =
<b>Final Score</b> (add total points and objective test score)					<b>/100 max.</b>

Student Name:			
School:		State:	
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator