

JOB INTERVIEW

This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.

COMPETENCIES

- create a letter of application and resume in proper business style
- articulate the members' strengths throughout documents and interviews
- think critically
- use verbal communication to respond to interview questions
- exhibit a professional and poised appearance

NBEA STANDARDS REINFORCED BY EVENT

Career Development: self awareness, career research, workplace expectations, career strategies

Communications: employment

CAREER CLUSTER(S): Business, Management, & Administration; Finance

ELIGIBILITY

The top five winners at the winter regional conferences may enter this event. If a chapter has no winner in the top five, it may enter one participant. All participants must be members of the active local chapter and 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 must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
4. Participants failing to report on time for the event will not be permitted to compete.

OVERVIEW

This event consists of three (3) parts: a letter of application and resume, a job application form, and an interview. A letter of application and resume must be submitted in three (3) folders and received by the State Office by the stated SBLC registration deadline of March 10.

Each participant must apply for a business or business-related job at Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

Thirty (30) minutes will be given for participants to complete a job application form at the SBLC. The participant may bring an additional copy of his/her resume and a one-page sheet of references to assist in completion of the job application form. No other reference materials may be used. All participants will be scheduled for a ten (10) minute preliminary interview unless their score is zero (0) on the application and resume (see Deduction System).

GUIDELINES

Letter of Application and Résumé

The letter of application and résumé must be composed prior to the State Business Leadership Conference and submitted as noted below. The participant **MUST** apply for a business or business-related job at Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year. Personal style and creativity are acceptable in the cover letter and resume; however, they must follow a standard, acceptable business format.

Each participant will be scheduled for a ten-minute (10) interview unless they score a zero (0) on the printed materials in which case the adviser will be notified that an interview will not be scheduled.

1. Three (3) copies of the following must be submitted to the State Office in three (3) standard file folders **received** in the State Office by March 10. The tabs of the folders must be neatly labeled with participant's name, chapter, and event title. Include participant's name on all pages submitted:
 - a. A **one-page** letter of application (original or copy) from the participant addressed to:

Dr. Terry E. Johnson
Director of Human Resources
Merit Corporation
1640 Franklin Place
Washington, DC 20041
 - b. A brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.
2. **No other materials** may be submitted to the judges by the applicant. This includes completed application forms, reference letters, gifts, and notes at the time of the actual interview.

3. The letters of application and resumes must be prepared by the student members, not advisers. Local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.
4. Participants failing to submit materials **received** in the State Office by March 10 will be disqualified.
5. Judges must deduct up to ten (10) points from the score of participants who submit materials by March 10 but do not adhere to the event guidelines for the submission of proper materials.

Application

Thirty (30) minutes will be given the participants to complete a business application form at the State Business Leadership Conference. The participants may bring an additional copy of his/her résumé and a one-page sheet of references to assist in completion of the job application form. The résumé will not be supplied by FBLA staff or receptionists. No other reference materials may be used. A participant failing to report on time will not be scheduled for an interview.

Participants must furnish their own pens and pencils.

Preliminary Interview

Each participant will be scheduled for a ten-minute preliminary interview unless they score a zero (0) on the Letter of Application and Resume in which case the adviser will be notified that an interview will not be scheduled. Based on the preliminary interview, letter of application and resume, and application form, fifteen (15) finalists will be selected for final interviews. The interview will be conducted by business professionals. The judges will be provided with a copy of each applicant's materials. No additional items may be brought to the interview nor left with the judges.

Event winners will be determined based on the following (Total of 200 points possible):

Application Materials	100 points possible
Interview	100 points possible

Final Interview

Participants will be assigned a time for their final fifteen (15) minute interview. All other procedures as outlined for the preliminary interview will be followed for the final interview.

JUDGING

Participants will be judged by a panel of judges serving as personnel professionals. All judges' decisions are final. The final interview rating sheet will determine the winners.

STATE AWARDS

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

NATIONAL ENTRIES

Washington State may enter two (2) event 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



JOB INTERVIEW

Written Materials Rating Sheet

PART A: Letter of Application, Resume, Application Form (to be judged prior to interviews)

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Letter of Application					
All essential components included	0	1-3	4-7	8-10	
Clear, concise presentation of facts with logical arrangement	0	1-3	4-7	8-10	
Candidate appears interesting and invites further examination of materials	0	1-3	4-7	8-10	
Resume					
All essential components included	0	1-3	4-7	8-10	
Clear, concise presentation of facts with logical arrangement	0	1-3	4-7	8-10	
Evidence of skills for business (education, work, or community service experience)	0	1-3	4-7	8-10	
Mechanics					
Correct grammar, punctuation, spelling, and acceptable business style*	0	1-7	8-14	15-20	
Job Application Form					
Clear and concise presentation of facts	0	1-3	4-7	8-10	
Neatness and Legibility	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points Refer to Deduction System.					
Final Score					/100 max.

*Materials begin with a score of 20. Score is reduced using the Job Interview and Future Business Leader Deduction System following the event rating sheets.

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

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator



JOB INTERVIEW

Interview Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Proper greeting, introduction, and closing	0	1-3	4-7	8-10	
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-3	4-7	8-10	
Illustrates adequate qualifications for the position	0	1-7	8-14	15-20	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-3	4-7	8-10	
Application Materials					
Effectiveness of application materials (resume, letter of application, and application form)	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

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

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator