

### WORK READY - JOB INTERVIEW CONTEST

Job Interview, an *individual event*, recognizes participants for their ability to utilize their interpersonal and communication skills to effectively participate in an interview and convey understanding of job requirements.

#### **EVENT CATEGORY**

- 1. 9-10 grades
- 2. 11-12+ grades

For more information on event categories see page 5.

### ELIGIBILITY

- 1. A chapter may submit one entry in each event category.
- 2. Participants must be an affiliated FCCLA member and must be or have been enrolled in a comprehensive or occupational course in which students prepare and orally present information to others as a part of the curriculum.

### **CRITERIA FOR EVALUATION**

Participant will be evaluated on:

- Personal appearance (clothing and grooming)
- Demonstrated ability to complete a standard job application form
- Communication and interpersonal skills
- Completed resume

### PROCEDURES AND TIME REQUIREMENTS

- 1. Participants must attend the event orientation session where they will:
  - Be given an overview of the event and the participant's responsibilities.
  - Draw an identification number indicating the order of participation (participant must wear the number during the event).
  - Review time schedule.
- 2. Participants will remain in the holding area until the assigned time.

- 3. Each participant will bring a typed personal resume and a completed typed application. The resume should show the participant's full name.
- 4. Evaluator's will be given applications and resumes before event.
- 5. The interview will have a seven-minute time limit.
- 6. The decision of the evaluators is final.

#### SAMPLE QUESTIONS

- What are your occupational objectives?
- What do you like most about your occupation?
- What jobs could you do well without further training?
- What are your extracurricular activities?
- Tell me a little about yourself.
- How do you like to spend your free time?
- What are your favorite subjects in school?
- How well do you follow directions?
- Why do you think you might like to work for this company?
- Describe any difficulties you have had in getting along with other students.
- What are your strengths? Your weaknesses?
- How easily can you follow directions given by a supervisor?
- What would you like to be doing five years from now?
- Why should we hire you instead of someone else? What can you offer this company?

### **RESUME WORKSHEET**

	S	STATE	ZIP			
		SOCIAL SECURITY NUMBER (optional)				
EDUCATION (Give g	grade school, high school, vocational school, and	any special co	ourses.)			
DATE	SCHOOL	А	DDRESS			
VORK EXPERIENCI	E (Give most recent first; take more than one line	if necessary.)				
	E (Give most recent first; take more than one line EMPLOYER AND ADDRESS		ONSIBILITIES			
(From – To)						
(From – To)						
(From – To)						
(From – To)						
(From – To)						

AWARDS AND HONORS (Give school, church, athletics, etc.)

### SPECIAL SKILLS AND VOCATIONAL SKILLS

RE	FERENCES
NAME	NAME
TITLE	TITLE
NAME OF BUSINESS	NAME OF BUSINESS
ADDRESS	ADDRESS
City State Zip TELEPHONE ( )	City State Zip   TELEPHONE ( )
NAME	NAME
TITLE	TITLE
NAME OF BUSINESS	NAME OF BUSINESS
ADDRESS	ADDRESS
City State Zip	City State Zip
TELEPHONE ()	TELEPHONE ( )

## **APPLICATION FOR EMPLOYMENT**

Name	(First)	(Middle	)	(La	st)	Date	
Address		(Street a	nd Number)			Social S (optiona	ecurity Number I)
(City)	)	(State)		(Zi	p)	Telephot ( )	ne
Type of work d	esired					When ca	n you start?
Have you work for this compan before?		-	Where?		When?	Who ref	erred you?

# **EDUCATION** -List school most recently attended:

	Name and Address	Major	Grade Point Average	Degree Received
High School				
College				
Graduate School				
Other Education				
Scholastic Honors and A	ctivities:			

### WORK EXPERIENCE (Include Military)

Employment Dates (Most recent or present job first)	Company/Firm Name Address	Type of Business	Your Title and Duties	Salary

### **HOBBIES AND TALENTS**

### CHARACTER REFERENCES (No former employers or relatives)

Name	Address	Occupation
Other remarks		

To the best of my knowledge the above information is correct. I understand that this company may wish to investigate my character and qualifications for employment by questioning my references and former employers and I have no objection to this. I understand that my employment is subject to a physical examination and a 90-day probationary period.

Signature:

### **DO NOT WRITE BELOW THIS LINE**

Employed for			
Position Title			
Starting Date	Classification	Salary	
Interviewed By			
Company Plans	References Checked		
To Doctor	Date	Report	
Employment Informat	ion		

# WORK READY JOB INTERVIEW RUBRIC

9-10



Name of Participant Participant #

Category:

Chapter: 11-12+

EVALUATION C				2.6				0.10	Points
Application	0-2		Count	3-6	7-8		Consta	9-10	
0-10 points	Application was	s not	Comple	te and legible	Complete, neat b	ut		e, neat, legible,	
	completed				could be more			nal, correct	
					professional		-	and spelling	
							used		
Resume	0			ore one point fo	or each of these co	ompor			
0-10 points	None apply		$\square$ Neat		□ Legible			consistently written	
			□ Consiste □ Correct		□ White or crème p□ Professional	aper	□ Correct □ Organize		
				riate business format				u .	
Communication	0-2			3-6	7-8			9-10	
Skills	Participant does	s not	Interviev	w is brief	Participant answ	ers	Participa	nt shows	
0-10 points	take part in inte			participant	questions and rel		confident		
o ro pomio	····· r ··· · · · · · ·			e ability to	to the evaluators		personali		
			carry on					. Answers	
			conversa				questions		
				questions with			4400000		
			detail	1.0000000 00000					
Professional	0-2		uctan	3-6	7-8			9-10	
Appearance	Dresses		Non-pro	ofessional	Neat appearance		Professio	nal appearance,	
0-10 points	inappropriately			nce, attire	attire and groom			grooming	
0-10 points	Careless and			rooming	but lacks polish	1115	utilie ulla	grooming	
	unkempt		and/or g	rooming	out lucks polish				
	Lacks poise								
Valas mitak	0-2			3-6	7-8			9-10	
Voice-pitch,	No voice qualit	ies are	Voice qu		Voice is good, but		Voice quality is		
tempo, volume 0-10 points	used effectively		adequate	•	could improve	ut		ng and pleasing	
0-10 points	used effectively		aucquai		could improve		to listen t		
Dody Longuage	0-2			3-6	7-8			9-10	
Body Language 0-10 points	Body language	shows	Body la	nguage shows	Body language is	2	Body lan	guage enhances	
0-10 points	nervousness and			amount of	good	5	the prese		
	unease	•	nervous		5000		ine prese		
Grammar/	0-2		nervous	3-6	7-8			9-10	
Word Usage/	Extensive (more	e than	Some (3		Few (1-2)		Presentat	ion has no	
Pronunciation	5) grammatical			tical and	grammatical and		grammati		
0-10 points	pronunciation e		-	iation errors	0		pronunciation errors		
Knowledge of	0-2	11015	Pronune	3-6	7-8	1015	9-10		
Selected Job	Little evidence	of job	Minima	l evidence of	Knowledge of jo	b is	Knowled		
0-10 points	knowledge	,00	job knov		evident and share		Knowledge of job is evident and incorporated		
0-10 points	kilo wieuge		JOU KIO		times in the inter			ut the interview	
Responses to	0		1-2	3-4	5-6	vie w	7-8	9-10	
Evaluators'	Did not	Unab		Responded to	Responded	Gave		Responses to	
	answer		er some	all questions,	adequately to		opriate	questions	
Questions 0-10 points	evaluators'	questi		but without	all questions		onses to	were	
0-10 points	questions	quest	0115	ease or	an questions		uators'	appropriate	
	questions								
				accuracy		ques	tions	and given	
								without	
								hesitation	

**Evaluator's Comments:** 

TOTAL

Evaluator Initials

# Work Ready Point Summary Form JOB INTERVIEW

Name of P	articipant			
Chapter			Participant #	
Category:	<b>9</b> -10	□ <sub>11-12+</sub>		

### **DIRECTIONS:**

- 1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a participant does not show, please write "No Show" across the top and return with other forms. Do NOT change participant numbers.
- 2. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together. Please do NOT staple.
- 3. At the end of competition in the room, double check all scores, names, and participant numbers to ensure accuracy. Sort results by participant order and turn in to the Event Chairman.
- 4. Please check with the Program Specialist if there are any questions regarding the evaluation process.

<b>Room Consul</b>	tant Check				Points
Orientation		0		5	
0 or 5 poin	ts Did not at	tend	The participant	attended	
Punctuality		0		5	
0 or 5 poin	ts Participan	t was late for presentatio	n Participant was	on time	
EVALUATORS	S' SCORES		1	ROOM CONSULTANT TOTAL	
				(10 points possible)	
Evaluator 1	Initials		A <b>T</b> 7	EDACE ENALLIATOD SCODE	
Evaluator 2 Evaluator 3	Initials Initials		AV	ERAGE EVALUATOR SCORE (90 points possible)	
Total Score		ber of evaluators		(90 points possible)	·
		VALUATOR SCORE		FINAL SCORE	
				(Average Evaluator Score plus	
				Room Consultant Total	
RATING ACHI	<b>FVFD</b> (circle one)	Gold: 90-100	Silver:70-89.99	Bronze:1-69.99	
KATING ACI		Gold. 90-100	51111110-05155	D1012C.1-07.77	
VERIFICATION (	OF FINAL SCORE AND	RATING (PLEASE INITIA	AL)	-	
				Event	
				Lead	
Evaluator 1	Evaluator 2	Evaluator 3	Adult Room Consultant	Consultant	