Job Interview, an *individual event,* recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a *portfolio,* participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a *portfolio,* including a **job application,** and express their communication skills and job knowledge through an **interview.**

EVENT CATEGORIES

Senior: grades 10–12

Occupational: grades 10–12

See page 84 for more information on event categories.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* (*hardcopy* or *electronic*) to the event room consultant at the designated participation time.

   💻 A job application must be completed and included in the *portfolio.* Download the form at www.fcclainc.org/content/resources

2. Room consultants and evaluators will have 15 minutes to preview the *portfolio* (*hardcopy* or *electronic*). The participant must make the *electronic portfolio* accessible to evaluators.

3. The interview **may be up to** 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.

4. Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

ELIGIBILITY & GENERAL INFORMATION

1. Review "Eligibility and General Rules for All Levels of Competition" on page 86 prior to event planning and preparation.

2. Participants should use the *portfolio* during the interview process and answer questions about the *portfolio* at this time. No other materials may be used during the interview.

3. **Access to an electrical outlet will not be provided.** Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.

4. Participant must apply for a job that matches their *current* skills and relates to their career interests/goals. Letters of recommendation must not be the work of the participant.

GENERAL INFORMATION

Individual or Team Event	Prepare Ahead of Time	Participant Set Up/ Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Equipment Provided	Electrical Access	Total Event Time
Individual	Portfolio, and Job Application		15 minutes prior to interview	1-minute warning at 19 minutes; stopped at 20 minutes			Not provided	40 minutes

PRESENTATION ELEMENTS ALLOWED

Audio	Costumes/ Uniforms	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Visual Equipment	Visuals
					●			*	

* Visual Equipment is allowed only for presentation of electronic portfolio.

JOB INTERVIEW
Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover, be one-sided, and may not exceed 36 pages, as described below. Once a hardcopy portfolio has been turned in to evaluators, particpants may not switch to an *electronic portfolio.*

Electronic Portfolio

An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The *electronic portfolio* and the hardware (method) to view it (i.e., *equipment, files, projectors, screens, laptops*) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the *technology* used to show the evaluators the project. Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio. Portfolio* may not exceed 47 slides, as described below.

1-8 ½" x 11" page or 1 slide	*Project Identification Page*	*Plain paper* or slide, with no *graphics* or decorations; must include participant's name(s), chapter name, school, city, state, FCCLA national region, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the *portfolio* in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA *Planning Process* Summary Page	Summarize how each step of the *Planning Process* was used to plan and implement the project; use of the *Planning Process* may also be described in the oral presentation.
1	Evidence of Online Project Summary Submission	Complete the online project summary form located on the STAR Events Resources page of the FCCLA national website and include proof of submission in the portfolio.
0–5	*Divider Pages* or Sections	Use up to 5 divider/section pages or slides. Divider/section pages may be tabbed, may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers. They must not include any other *content.*
Up to 27 8 ½" x 11" pages or 37 slides	Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job. The selected job must match the participant's current skills and relate to future career interests and goals.
	Business Communication	Include completed job application (download from www.fcclainc.org/content/resources), cover letter, resume, and two letters of recommendation (one from a school official, administrator, counselor, or teacher and one from an employer or other *community* representative). All business communication documents should be complete; use correct spelling, grammar, and be consistently written; be of consistent font style and of appropriate size; use appropriate business format and color; be well organized; and match current skills and reflect future career interests and goals.
	Career-Related Education	Describe *career-related education* that enhance employability. Include a summary of school activities; career research projects, application of Family and Consumer Sciences and/or related occupations skills and their relationship to job, and an example of ability to communicate in written form.
	Educational Enhancement Opportunities	Describe *educational enhancement opportunities* that enhance employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or *community* service projects, and products developed during these experiences.

(continued next page)

Job Interview Specifications (continued)

| Up to 27 pages or 37 slides *(continued)* | Examples of Special Skills | Include up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the *dimensions* of the *portfolio.* Audio and/or video recordings may be included in the *portfolio* but **will not** be considered by evaluators. Examples or samples of special skills will be identified as such and are considered *content pages.* |
| | Appearance | *Portfolio* must be neat, legible, and *professional* and use correct grammar and spelling. |

Interview

The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

Knowledge of Selected Job	Show evidence of how present skills relate to job, including Family and Consumers Sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, body language, voice, grammar, word usage and pronunciation, friendly, poised, and personable.
Response to Evaluators' Questions	Provide clear and concise answers to evaluators' interview questions.
Use of *Portfolio*	Use *portfolio* to support understanding of job and emphasize skills.
Professional Appearance	Attire and grooming suitable for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of *portfolio.*
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.

STAR Events Point Summary Form
JOB INTERVIEW

JOB INTERVIEW

Name of Participant(s) _____

Chapter _____ State_____ Team # _____ Group # _____ Category _____

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or group numbers.

2. Before student presentation, the room consultants must check participants' *portfolio* using the criteria and standards listed below and fill in the boxes.

3. 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.

4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.

5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 *or* 3 points	Picked up by adviser or designated adult during scheduled time No **0**	Yes **3**	
Orientation 0 *or* 2 points	**0** Did not attend	**2** The individual attended	
Hardcopy Portfolio 0–1 point *OR* **Electronic Portfolio** 0–1 Point	**0** Binder is not the official FCCLA binder **0** Electronic Portfolio not in viewable format to the evaluators	**1** Binder is the official FCCLA binder **1** Electronic Portfolio in viewable format to the evaluators	
Portfolio Pages 0–3 points	**0** Portfolio exceeds the page limit	**1** **2** **3** **2 or more errors** **1 error** **no errors** Portfolio contains no more than 36 single-sided pages or 47 slides completed correctly, including: • 1 project ID page or slide • 1 table of contents page or slide • 1 Planning Process summary page or 2 slides • 1 Project Summary Submission Proof • Up to 7 divider pages or slides • Up to 27 content pages or 37 content slides	
Punctuality 0–1 point	**0** Participant was late for presentation	**1** Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ divided by number of evaluators

_____ = AVERAGE EVALUATOR SCORE

ROOM CONSULTANT TOTAL (10 points possible)

AVERAGE EVALUATOR SCORE (90 points possible)

FINAL SCORE (Average Evaluator Score plus Room Consultant Total)

RATING ACHIEVED (circle one) **Gold:** 90–100 **Silver:** 70–89.99 **Bronze:** 1–69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____ Adult Room Consultant _____ Event Lead Consultant _____

JOB INTERVIEW
Rubric

Name of Participant(s) _____

Chapter _____ State_____ Team # _____ Group # _____ Category _____

PORTFOLIO							Points
FCCLA Planning Process Summary Page 0–5 points	**0** Planning Process summary not provided	**1** Inadequate steps in the Planning Process are presented	**2** All Planning Process steps are presented but not summarized	**3** All Planning Process steps are summarized	**4** Evidence that the Planning Process was utilized to plan project	**5** The Planning Process is used to plan the project. Each step is fully explained	
Job Specification Sheet 0–5 points	**0** Job Specification Sheet not provided	**1** Only two of the five items provided	**2** Only three of the five items provided	**3** Four of the five items provided	**4** All five items provided	**5** All five items provided and thorough	
Business Communication 0–15 points	**0** None apply	**1–15 Score one point for each of these components:** ❑ Correct application used ❑ Completed application ❑ Cover letter ❑ Resume ❑ Recommendation Letter #1 ❑ Recommendation Letter #2 ❑ Correct spelling ❑ Correct grammar ❑ Consistent font style ❑ Appropriate font size ❑ Appropriate business format ❑ Consistently written ❑ Well-organized ❑ Reflects current skills and future goals ❑ Appropriate colors used					
Career Related Education 0–5 points	**0** Not included	**1** Only one of the required items provided	**2** Only two of four items provided	**3** Three of four items items provided	**4** All four items provided but they lack information	**5** All four items provided, thorough and professional	
Educational Enhancement Opportunities 0–5 points	**0** Not included	**1** Only one item provided	**2** Two of three items provided but lack information	**3** Two of three items provided completely	**4** All three items provided but they lack information	**5** All three items provided, thorough and professional	
Examples of Special Skills 0–5 points	**0** Not provided	**1** Only one or two of the items provided	**2** Only three of five items provided provided	**3** Four of five items	**4** Five items provided	**5** All five items provided and relate well to job/career goals	
Portfolio Appearance 0–3 points	**0** Portfolio is illegible and and unorganized	**1** Portfolio is neat, but contains grammatical or spelling errors and is organized poorly		**2** Portfolio is neat, legible, and and professional, with correct grammar and spelling		**3** Neat and professional, correct grammar and spelling used; effective organization	

INTERVIEW							POINTS
Knowledge of Selected Job 0–10 points	**0** Little evidence of job knowledge	**1–2** Minimal evidence of job knowledge	**3–4** Some evidence of job knowledge	**5–6** Knowledge of job is evident but not in interview	**7–8** Knowledge of job is evident and shared at times in the interview	**9–10** Knowledge of job is evident and incorporated through-out the interview	
Communication Skills 0–10 points	**0** Participant does not take part in interview	**1–2** Interview is brief because participant lacks the ability to carry on a conver-sation or answer questions with detail	**3–4** Participant answers most questions well, but displays signs of self-conscious-ness or nervousness in his/her nonverbal communication	**5–6** Participant answers questions and relates to the evaluators well	**7–8** Participant shows confidence and personality during interview. Answers questions well	**9–10** Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	
Responses to Evaluators' Questions 0–10 points	**0** Did not answer evaluators' questions	**1–2** Unable to answer some questions	**3–4** Responded to all questions, but with-out ease or accuracy	**5–6** Responded adequately to all questions	**7–8** Gave appropriate responses to evalua-tors' questions	**9–10** Responses to questions were appropriate and given without hesitation	
Use of Portfolio During Presentation 0–5 points	**0** Portfolio is not used during presentation	**1** Portfolio used to limit amount of speaking time	**2** Portfolio used minimally during presentation	**3** Portfolio incorpo-rated throughout presentation	**4** Portfolio used effectively throughout presentation	**5** Presentation moves seamlessly between oral presentation, and portfolio	

(continued next page)

Job Interview Rubric (continued)

	0	1	2	3	
Voice—pitch tempo, volume 0–3 points	No voice qualities are used effectively	Voice quality is adequate	Voice quality is good, but could improve	Voice quality is outstanding and pleasing to listen to	
Body Language 0–3 points	Body language shows nervousness	Body language shows minimal amount of nervousness	Body language is good	Body language enhances the presentation	
Grammar/ Word Usage/ Pronunciation 0–3 points	Extensive (more than 5) grammatical and pronunciation errors	Some (3–5) grammatical and pronunciation errors	Few (1–2) grammatical and pronunciation errors	Presentation has no grammatical or pronunciation errors	

	0–1	2	3	
Professional Appearance 0–3 points	Non-professional appearance, attire and/or grooming	Neat appearance, attire and grooming but lacks polish	Professional appearance, attire and grooming	

Evaluator's Comments:

TOTAL

(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____