

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

NAME			
ADDRESS			
C. T.		STATE	ZIP
TELEPHONE	SOCIAL SECURIT	Y NUMBER (optional)
EDUCATION (Give gr	ade school, high school, vocational school, an	d any special courses	.)
DATE	SCHOOL	ADDR	ESS
		_	
WORK EXPERIENCE	(Give most recent first; take more than one li	ne if necessary.)	
(From – To) Date	EMPLOYER AND ADDRESS	RESPONSIE	BILITIES

SPECIAL SKILLS AND VOCATIONAL SK	KILLS
RE	EFERENCES
	NAME
NAME TITLE	NAMETITLE
NAME	NAME TITLE NAME OF BUSINESS
NAME TITLE NAME OF BUSINESS ADDRESS	NAME TITLE NAME OF BUSINESS ADDRESS
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE ()	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE () NAME TITLE
NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE () NAME TITLE	NAME TITLE NAME OF BUSINESS ADDRESS City State Zip TELEPHONE () NAME TITLE

APPLICATION FOR EMPLOYMENT

Please print in ink

Name ((First)	(Middle	e)	(La	st)		Date		
Address		(Street a	and Number)				Socia (optio	al Security onal)	Number
(City)		(State)		(Zi	p)		Telep (phone)	
Type of work desired	i						When	n can you	start?
Have you worked for this company before?	Yes No		Where?		W	hen?	Who	referred y	vou?
□ EDUCATION	-List schoo attended:	l most rec	-	Ma	ajor	Grade Point Avo	erage	Degree	e Received
High School									
College									
Graduate School									
Other Education									
Scholastic Honors an	nd Activities:								
WORK EXPERI	ENCE (Incl	ude Milita	ary)						
Employment Date: (Most recent or present job first)		mpany/Firm Address		Type of Business		Your Title ar	nd Dutio	es	Salary

CHARACTER R	EFERENCES (No fo	rmer employers or relatives)
Nar	ne	Address	Occupation
Other remarks			
To the best of my	knowledge the above in	nformation is correct. I under	stand that this company may wish to
investigate my cha	aracter and qualification	s for employment by question	oning my references and former
investigate my cha employers and I h	aracter and qualification ave no objection to this	s for employment by question. I understand that my employment	
investigate my cha employers and I h	aracter and qualification	s for employment by question. I understand that my employment	oning my references and former
investigate my cha employers and I h examination and a	aracter and qualification ave no objection to this	s for employment by question. I understand that my employment	oning my references and former
investigate my cha employers and I h examination and a Signature:	aracter and qualification ave no objection to this a 90-day probationary po	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature:	aracter and qualification ave no objection to this	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature:	aracter and qualification ave no objection to this a 90-day probationary po	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature: OO NOT WRITE	aracter and qualification ave no objection to this a 90-day probationary po	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature: OO NOT WRITE	aracter and qualification ave no objection to this a 90-day probationary po	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature: OO NOT WRITE Employed for Position Title	aracter and qualification ave no objection to this a 90-day probationary po	s for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature: DO NOT WRITE Employed for Position Title Starting Date	aracter and qualification ave no objection to this a 90-day probationary posterior by BELOW THIS LIN	is for employment by question. I understand that my employeriod.	oning my references and former
investigate my cha employers and I h examination and a Signature: DO NOT WRITE Employed for Position Title Starting Date Interviewed By	aracter and qualification ave no objection to this a 90-day probationary position of the body probation of the	s for employment by question. I understand that my employeriod. E Salary	oning my references and former
investigate my cha employers and I h examination and a Signature:	aracter and qualification ave no objection to this a 90-day probationary posterior by BELOW THIS LIN	s for employment by question. I understand that my employeriod. E Salary	oning my references and former
investigate my cha employers and I h examination and a Signature: OO NOT WRITE Employed for Position Title Starting Date Interviewed By	aracter and qualification ave no objection to this a 90-day probationary position of the body probation of the	s for employment by question. I understand that my employeriod. E Salary	oning my references and former
investigate my cha employers and I h examination and a Signature: DO NOT WRITE Employed for Position Title Starting Date Interviewed By Company Plans	aracter and qualification ave no objection to this a 90-day probationary position of the second seco	s for employment by question. I understand that my employeriod. E Salary	oning my references and former

WORK READY JOB INTERVIEW RUBRIC



Chapter:

Name of Participant

Participant #	Category	:		9-10	11-12+				
EVALUATION CR	RITERIA								Points
Application	0-2			3-6	7-8			9-10	
0-10 points	Application was	s not	Comple	te and legible	Complete, neat b	ut		, neat, legible,	
	completed				could be more			nal, correct	
					professional		grammar	and spelling	
							used		
Resume	0		1-10 Sc	core one point fo	or each of these co	ompon			
0-10 points	None apply		□ Neat		□ Legible			consistently written	
			□ Consist□ Correct		 □ White or crème p □ Professional 	aper	 □ Correct ; □ Organize 		
				riate business format			□ Organize	cu .	
Communication	0-2		_ прргор	3-6	7-8			9-10	
Skills	Participant does	not	Intervie	w is brief	Participant answ	ers	Participa	nt shows	
0-10 points	take part in inte		because	participant	questions and rel		confidence		
1	1			e ability to	to the evaluators		personali	ty during	
			carry on	-				. Answers	
			convers				questions	well.	
			answer	questions with			1		
			detail	1					
Professional	0-2			3-6	7-8			9-10	
Appearance	Dresses		Non-pro	ofessional	Neat appearance,		Professional appearance,		
0-10 points	inappropriately		appeara	nce, attire	attire and groom	ing	attire and	grooming	
	Careless and		and/or g	grooming	but lacks polish				
	unkempt								
	Lacks poise								
Voice-pitch,	0-2			3-6	7-8			9-10	
tempo, volume	No voice qualiti			uality is	Voice is good, by	ut	Voice qu		
0-10 points	used effectively		adequat	e	could improve			ng and pleasing	
							to listen t		
Body Language	0-2			3-6	7-8		.	9-10	
0-10 points	Body language			nguage shows	Body language is	5		guage enhances	
	nervousness and	1		l amount of	good		the presen	ntation	
~ .	unease		nervous					0.10	
Grammar/	0-2 Extensive (more	thon	Some (3	3-6	7-8		Dragantat	9-10 ion has no	
Word Usage/	5) grammatical			tical and	Few (1-2)		grammati		
Pronunciation	pronunciation e			ciation errors	grammatical and		_	ation errors	
0-10 points	0-2	11018	pronunc	3-6	pronunciation er	rors	pronuncia	9-10	
Knowledge of Selected Job	Little evidence	of iob	Minima	l evidence of	Knowledge of job is		Knowledge of job is		
0-10 points	knowledge	01 J00	job kno		evident and share			nd incorporated	
0-10 points	Rilowicage		Joo Kiio	wiedge	times in the inter			ut the interview	
Responses to	0		1-2	3-4	5-6	. 10 **	7-8	9-10	
Evaluators'	Did not	Unabl		Responded to	Responded	Gave		Responses to	
Questions	answer		er some	all questions,	adequately to		opriate	questions	
0-10 points	evaluators'	questi		but without	all questions		onses to	were	
r	questions			ease or	1		iators'	appropriate	
				accuracy		ques		and given	
						1		without	
								hesitation	
	1	1		1	1	1		<u> </u>	1
Evaluator's Commo	ents:								
								TOTAL	

Evaluator Initials

90 points possible

Work Ready Point Summary Form **JOB INTERVIEW**

Name of Participant

Chapter					Participant #	
Category: \Box (9)	9 -10	□ (11-12+				
off. If a	participant doe	-		-	participating, cross their name top and return with other for	
final scor	re and ask for o	•	on. Place th	is form in fror	nformation below. Calculate nt of the completed rubrics a T staple.	
	-	on in the room, doub results by participant			, and participant numbers to vent Chairman.	
4. Please ch	neck with the P	Program Specialist if	there are an	y questions reg	garding the evaluation proce	ess.
Room Consultant	Check					Points
Orientation		0			5	
0 or 5 points	Did not at			The participant a		
Punctuality 0 or 5 points	Participan	0 t was late for presentation	l	Participant was o	5 on time	
EVALUATORS' SO	CORES			R	OOM CONSULTANT TOTAL (10 points possible)	
Evaluator 1 Evaluator 2 Evaluator 3 Total Score	Initials Initials Initials Divided by num	ber of evaluators		AVE	ERAGE EVALUATOR SCORE (90 points possible)	
		VALUATOR SCORE			FINAL SCORE (Average Evaluator Score plus Room Consultant Total)	
RATING ACHIEVE	ED (circle one)	Gold: 90-100	Silver	·:70-89.99	Bronze:1-69.99	
VERIFICATION OF FI	NAL SCORE AND	RATING (PLEASE INITIA)	L)			
		Evaluator 3	,	m Consultant	Event Lead Consultant	