

## 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 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER (optional) \_\_\_\_\_

EDUCATION (Give grade school, high school, vocational school, and any special courses.)

**DATE**

**SCHOOL**

**ADDRESS**

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WORK EXPERIENCE (Give most recent first; take more than one line if necessary.)

(From – To)  
Date

EMPLOYER AND ADDRESS

RESPONSIBILITIES

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

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**SPECIAL SKILLS AND VOCATIONAL SKILLS**

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**REFERENCES**

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 ( ) \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

**Please print in ink**

|  |   |          |                     |                                      |
|--|---|----------|---------------------|--------------------------------------|
| Name   | (First)   | (Middle) | (Last)              | Date                                 |
| Address  |   |          | (Street and Number) | Social Security Number<br>(optional) |
| (City)   |   | (State)  | (Zip)               | Telephone<br>(    )                  |
| Type of work desired                           |   |          |                     | When can you start?                  |
| Have you worked<br>for this company<br>before? | Yes <input type="checkbox"/><br>No <input type="checkbox"/> | Where?   | When?               | Who referred 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 Activities: |                  |       |                     |                 |

**WORK EXPERIENCE** (Include Military)

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

## HOBBIES AND TALENTS

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## 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 Information |                    |        |  |
|                        |                    |        |  |



Work Ready Point Summary Form  
**JOB INTERVIEW**

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ Participant # \_\_\_\_\_

Category:  (9-10)                       (11-12+)

**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.

| Room Consultant Check               |   |                                      | Points |
|-------------------------------------|---|--------------------------------------|--------|
| <b>Orientation</b><br>0 or 5 points | <b>0</b><br>Did not attend                        | <b>5</b><br>The participant attended |        |
| <b>Punctuality</b><br>0 or 5 points | <b>0</b><br>Participant was late for presentation | <b>5</b><br>Participant was on time  |        |

**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 \_\_\_\_\_