

2023-24 Competitive Events Guidelines

Job Interview (High School)



Job Interview is a competitive event demonstrating members creation of job materials and interviewing techniques. This competitive event consists of pre-judged materials and presentation (interview) components.

Event Overview

Division: High School

Event Type: Individual

Event Category: Presentation

Event Elements: Pre-judged Materials and Presentation (Interview)

Pre-judged Component: *Resume and Cover Letter*

Presentation Time: *10-minute interview*

NACE Connections: Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

Equipment Provided by Competitors: Copy of resume and cover letter in a folder for interviews

Equipment Provided by FBLA: N/A

Section

- At the Section Leadership Conference, Job Interview consists of a pre-judged materials submission and a 10-minute interview for the top-10 individuals (based on the pre-judged materials score).
- **Number of Competitors per Chapter:** Each local chapter may enter **two (2) members**.
- **Number of Competitors Who Advance to State:** A maximum of the **top two (2) places** from the section competition will represent their section at the State Leadership Conference.

State

- At the Section Leadership Conference, Job Interview consists of a pre-judged materials submission and a 10-minute interview.
- Wild cards cannot be used in these events.
- **The top four (4) places in state competition** will represent California at the National Leadership Conference.
- Middle school members who place in the top four **cannot** compete at the National Leadership Conference, per national guidelines.

California FBLA Guidelines (Section and State)

- **Selecting a Job:** The competitor must select a job for which they are now qualified or will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.

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- **Scoring:**
 - **Pre-judged Materials:** A panel of judges will review pre-judged materials using the pre-judged materials rating sheet. All decisions of the judges are final.
 - **Interview:** A panel of judges will score interviews using the interview rating sheet. All decisions of the judges are final.
 - **Final Score:** Final scores will be out of 150 points: 50 points for pre-judged materials + 100 points for the interview. Pre-judged material scores will be used to break ties.
 - Five points will be deducted if competitors do not follow the dress code.
 - Five points may be deducted for each instance of not following guidelines.
- **Pre-judged Materials Guidelines:**
 - **Deadline:** Advisers must submit competitors' cover letters and resumes in Blue Panda by 4:59 p.m. Pacific on:
 - **January 12, 2024 (Northern and Southern section)**
 - **January 19, 2024 (Bay, Central, Gold Coast and Inland section)**
 - **March 8, 2024 (state)**
 - Competitors need to submit a PDF copy of a cover letter and resume.
 - Cover Letter
 - Not to exceed one page.
 - Address letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - *Note: Merit Corporation is a fictitious company*
 - Resume
 - Not to exceed two pages.
 - Highlight the competitor's work, work-based learning and volunteer experience.
 - Photographs are not allowed.
 - Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
 - Pages must be formatted to fit on 8 ½" x 11" paper.
- **Interview Guidelines:**
 - **Interview Time:** 10 minutes (one-minute warning)
 - Interviews are not open to conference attendees.
 - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor's name, state, and school. The competitor's name should be included on all pages of the resume and cover letter. Competitors must collect their resume and cover letter after the interview. No items can be left with the judges.
 - No additional materials can be brought to the interview outside of the resume and cover letter.

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National

Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare their pre-judged component.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

Recognition

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Event Administration

- This event has three parts: pre-judged, preliminary presentation (interview), and final presentation (interview)
- The selected job must be one for which the competitor is now qualified or will be qualified for at the completion of the current school year. It may be a part-time, internship, or full-time job.
- Pre-judged Materials
 - **Submission Deadline:** A PDF of the cover letter and resume must be uploaded in the conference registration system by May 7, 2024.
 - Cover Letter Specifics
 - Not to exceed one page.
 - Address letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - *Note: Merit Corporation is a fictitious company*

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- Resume Specifics
 - Not to exceed two pages.
 - Highlight the competitor’s work, work-based learning and volunteer experience.
 - Photographs are not allowed.
- Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
- Pages must be formatted to fit on 8 ½” x 11” paper.
- The pre-judge materials are pre-judged before the NLC.
- Pre-judged materials will not be returned.
- Preliminary Presentation – The Interview
 - **Interview Time:** 10 minutes (one-minute warning)
 - **Internet Access:** Not provided
 - The presentation (interview) is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12’ x 12’.
 - Competitors/teams are randomly assigned to sections.
 - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor’s name, state, and school. The competitor’s name should be included on all pages of the resume and cover letter. No items can be left with the judges.
 - No additional materials can be brought to the interview outside of the resume and cover letter.
- Final Presentation – The Interview
 - **Interview Time:** 10 minutes (one-minute warning)
 - **Internet Access:** Not provided
 - An equal number of competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.
 - Final presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12’ x 12’.
 - Competitors must bring one hard copy of resume and cover letter in a folder onsite. Label folders with the competitor’s name, state, and school. The competitor’s name should be included on all pages of the resume and cover letter. No items can be left with the judges.
 - No additional materials can be brought to the interview outside of the resume and cover letter.

Scoring

- The pre-judge and preliminary presentation (interview) scores will be added together to determine the finalists.
- The final presentation (interview) score determines the top winners.
- Pre-judge scores will be used to break a tie.

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Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event.
- Competitors in the events should be aware FBLA reserves the right to record any presentation for use in study or training materials.

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation/interview time.

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Job Interview Pre-Judged Materials Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States job applying for	No job stated	Job stated does not match qualification	States job and shows match of award to qualifications	States job and shows match of job to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism or experience included	Describes skills, academic achievements, and volunteerism or experience	Describes skills, academic achievements, and multiple volunteerism or experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets job on cover letter	No job targeted	Targeted job does not match cover letter	Targeted job matches cover letter	Resume supports targeted job on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted award	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, and volunteerism or experience information	No education, activities, volunteerism, experience information listed	Two sections included	Three sections included	Three or more sections support targeted job	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume is longer than two pages	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted job	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-6 points	7-8 points	9-10 points	

Pre-judge Total (50 points)

Name(s):					
School:					
Judge Signature:					Date:
Comments:					

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Job Interview Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates the ability to understand and respond to interview questions	<i>Does not answer questions</i>	<i>Answers are not relevant to questions asked</i>	<i>Answers are relevant to the questions asked</i>	<i>Answers are relevant and fully support knowledge of position/duties</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Relates previous experiences/activities with position's duties and skills necessary to succeed	<i>No evidence of previous experience/activities</i>	<i>One previous experience/activity mentioned but not related to position's duties or skills necessary for success</i>	<i>One previous experience/activity mentioned and is clearly related to position's duties or skills necessary for success</i>	<i>Multiple previous experiences/activities mentioned and are clearly related to position's duties or skills necessary for success</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Possesses knowledge about the position and career field	<i>No evidence of position or career field knowledge</i>	<i>Has limited knowledge of the organization or understanding of the position</i>	<i>Comprehensive knowledge of the organization or understanding of the position demonstrated</i>	<i>Extensive knowledge of both the organization and career field demonstrated</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Asks questions that demonstrate an interest in the organization and understanding of the position	<i>No questions asked</i>	<i>Questions asked, but is not related to the organization or understanding of the position</i>	<i>Questions asked that are related to the organization or understanding of the position</i>	<i>Questions asked that are directly related to both the organization and understanding of the position</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction, OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction, AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Competitor led the interview process and effectively used interview time</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates proper verbal and nonverbal communication skills	<i>Verbal AND nonverbal communication skills are inappropriate</i>	<i>Verbal and/or nonverbal communication skills are weak or distracting</i>	<i>All questions were clearly answered using good grammar and appropriate body language</i>	<i>Verbal communication skills are excellent; nonverbal communication is natural</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Application Materials					
Student brought application materials to interview	<i>No materials were brought</i>		<i>Materials were brought</i>		
	0 points		5 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (100 points)					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					