

EMPLOYMENT APPLICATION PROCESS

(Demonstration Contest)
(Proposed Special Needs Contest)

PURPOSE:

To evaluate a contestant's readiness for applying for employment in their occupational areas and understanding the process and procedures required. .

CLOTHING REQUIREMENT:

Standard SkillsUSA attire will be required.

ELIGIBILITY:

Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from an appropriate school official on school letterhead stating that the team members are classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on release of this information may submit a letter of eligibility which simply states "I certify that (student's name) meets the eligibility requirements for the SkillsUSA Job Placement Readiness.", signed by the school official and title. No written Skills Knowledge (PDP) test is required.

OBSERVER RULE:

Observers will not be allowed to view the contest.

TIME LIMITS:

The contestant will be allowed 30 minutes to complete the application at the contest time. Penalty will apply for over 30 minutes.

The interview will be approximately 15 minutes, no penalties for over the 15 minutes as this is under the judges' control.

EQUIPMENT AND MATERIALS:

Supplied by the Technical Committee:

- Timekeeper and judges
- All necessary information for the judges and technical committee
- Employment Application forms
- Table and Chair for application completion

Supplied by the contestant:

- Three (3) copies of their resume, which will be kept by the judges
- One (1) copy of their portfolio, which will be returned to the contestant
- Pen for completing the employment application form

SCOPE OF THE CONTEST:

The contest consists four parts:

1. Preparation and submission of a resume – 3 copies will be required, completed at home.

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2. Preparation and submission of a portfolio – 1 copy will be required, completed at home.
3. Complete an application at contest time – 30 minutes allowed (penalty for going over the 30 minute limit). Application will be completed in front of and timed by the Receptionist (judge). The Receptionist will evaluate the application – see rating sheet.
4. Participate in an in depth interview with the judges – 15 minutes allowed. There will be three judges for the interview process. Judges will be given your application, 3 copies of your resume and your portfolio for their review prior to your interview. After review of your resume and portfolio, the judges will interview you by asking a series of questions. The judges are allowed to use their own techniques for interviewing, but all contestants will be asked the same questions which the judges will determine before the start of the contest. Typical questions that may be asked are:
 - a. What do you want to do for a job, your objective?
 - b. Why do you want to work in this field or at this job?
 - c. Why do you want to work for this company?
 - d. What qualifications and skills do you have to do this job?
 - e. What are some of your strengths?
 - f. Can you provide two of your successes in this type of skill?
 - g. What are your hobbies or fun activities?
 - h. What do you plan to be doing in 5 years?

RESUME:

Prepare three copies of a one-page, typewritten resume for submission at the time of the contest. Included in the resume must be:

- a. Name, address, phone number
- b. Career objective
- c. Education/training
- d. Work experience, listing present employment first, along with specific responsibilities
- e. Accomplishments and awards earned
- f. Memberships into organizations
- g. Indicate references available upon request

PORTFOLIO:

The portfolio is a hard copy collection (notebook or other type of binding) of a student's abilities and accomplishments. The purpose of the portfolio is to provide another means for the employer to learn about the student (potential employee).

Items to include are:

- Vocational skills, awards, accomplishments
- Work experience
- School, community and civic activities

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- Copies of awards, newspaper articles, or other publicity
- Anything other items that reflect the students abilities and accomplishments

ORGANIZATION FOR PORTFOLIO:

1. Title page - name, address, school, vocational goals or type of job desired
2. Table of contents
3. Vocational skills
4. Work experience
5. School, community, and civic activities
6. Publicity
7. Other

PREPARATION FOR COMPLETING AN APPLICATION:

At home, practice completing various employment applications. Practice printing legibly using ink. Much of the information in an application includes the same information as in your resume. Typical information requested includes:

- a) Type of employment desired, what do you want to do, or what job are you seeking
- b) Education and training
- c) Memberships, clubs, community activity, school organizations
- d) Work experience
- e) References upon request

PREPARATION FOR INTERVIEW:

In preparation for the interview portion, the contestants should:

1. Understand the importance of first impressions.
2. Practice proper introductions, including handshaking, clearly providing your name and purpose for being there.
3. Practice informal conversation including:
 - a. Stating your objectives
 - b. Providing information about yourself
 - c. Making yourself understood to the interviewer
 - d. Listening skills to be sure you understand the question
 - e. Learning to ask for clarification if necessary
 - f. Answering questions completely
4. Practice expressing your abilities confidently so that the employer wants to hire you.

ADVISOR ROLE:

The advisor or instructor must attend the mandatory contestant orientation meeting with the team members.

The advisor is responsible for presenting the eligibility letter to the Chair.

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SETUP FOR CONTEST:

1. Holding Room – an area for all the contestants to meet and wait their turn.
2. Personnel Representative Area – an area with a table and chair for the contestant to complete the employment application. A table and chair are required for the Personnel Representative.
3. Interview Room – a room with tables and chairs for the contestant and judges.

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RATING SHEET

	POSSIBLE	CONTESTANT NUMBER				
	POINTS					
EVALUATION BY PERSONNEL REP.						
Greeting and introduction – why student is there	100					
Appearance - personal hygiene and clothing appropriate	100					
Review of application form – complete and neat	300					
EVALUATION BY INTERVIEWERS						
Introduction – handshaking, greeting, posture	100					
Resume Review for completeness	200					
Portfolio Review for completeness	200					
Responding to questions – ability to be understood	400					
Presentation – confidence, friendliness, self-awareness	400					
Technical knowledge – vocational skills	300					
Interpersonal skills	400					
SUBTOTAL:						
Application time penalty (10 points for each minute over)	100					
Clothing penalty (minus 0 to 5 percent of total points)						
TOTAL:						