



2020 State Contest

EMPLOYMENT APPLICATION PROCESS

Description

This contest is to test the contestant's readiness in applying for employment and their understanding of the process. The competition includes completing an application and interviewing with the judges. Their resume and portfolio are used during the interviews.

Note: Please check the provided links for updated contest information and the SkillsUSA National Technical Standards

- [SkillsUSA Championships Technical Standards](#)
- [Contest Updates](#)

Clothing Requirements

All contestants are required to be in the SkillsUSA Official Attire: Class A
[Clothing Classifications](#)

Class A SkillsUSA Formal Attire for Men:

- Red SkillsUSA blazer, windbreaker, or sweater
- White dress shirt
- Plain solid black tie
- Black dress slacks
- Black dress shoes

Class A SkillsUSA Formal Attire Official Attire for Women:

- Red SkillsUSA blazer, windbreaker, or sweater
- White collarless or small-collared blouse or white turtleneck (Collar must not extend over the blazer lapel or the sweater or windbreaker)
- Black dress skirt (knee-length) or black dress slacks
- Black shoes

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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 contestant is classified under the provisions of *Public Law 105-17, Individuals with Disabilities Education Act, 1997*, is required for participation.

The eligibility letter must be submitted to the technical committee at the orientation meeting.

Scope of the contest

The contest consists of four parts:

1. Submission of a personal résumé — six copies will be required
2. Submission of a portfolio — one copy will be required
3. Completion of an application by hand — 30 minutes allowed (penalty for going over the 30 minute limit). Introduction portion is included in the 30-minute limit. The application will be completed in front of and timed by the judge. The judge will evaluate the application and portfolio.
4. Participate in an in-depth interview with the judges, approximately 15 minutes. There will be one to two judges for the interview process. Judges will be given the application and three copies of the resume and portfolio. The judges will interview the contestant 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:

1. What do you want to do for a job, your objective?
2. Why do you want to work in this field or at this job?
3. Why do you want to work for this company?
4. What qualifications and skills do you have to do this job?
5. What are some of your strengths?
6. Can you provide two of your successes in this type of skill?

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Knowledge Performance

There is no written employability skills knowledge test required in this contest.

Observers

Observers are not permitted to preview the contest.

Time Limits

The contestant will be allowed 30 minutes to complete the application. The introduction (meet and greet) portion requesting the application is not included in the 30 minutes. A penalty will apply for more than 30 minutes spent completing the application. The interview will last approximately 10 to 20 minutes. No penalties will be given for exceeding this time, as this portion of the contest is under the judges' control.

Résumé

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

1. Name, address, phone number
2. Career objective
3. Education/training
4. Work experience, listing present employment first, along with specific responsibilities or tasks involved. Volunteering also may be included in work experience.
5. Accomplishments, awards earned, certificates, involvement with school activities, civic organizations or clubs during school years.
6. References

Portfolio

The portfolio is a hard copy collection (notebook or other type of binding, not required to be a SkillsUSA notebook) 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). The portfolio should be created as a final product to be used in applying for future employment. Items to include are:

1. Vocational skills, awards, accomplishments
2. Work experience

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3. School, community and civic activities
4. Copies of awards, newspaper articles or other publicity
5. Any other items that reflect the student's 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. Activities: school, community, civic, religious
6. Publicity: copies of awards, newspaper articles, school paper articles, pictures, etc.
7. Pictures or copies of pictures, clippings from other media
8. Other: Any other items that reflect the student's abilities and accomplishments.

Note: Pictures may be included throughout the portfolio

Preparation for Completing an Application

At home, contestants should practice completing various employment applications, using their reference cards if necessary. Practice printing legibly, using blue or black ink. Much of the information in an application is the same as in the résumé. Typical information requested includes:

1. Type of employment desired: What do you want to do, or what job are you seeking?
2. Education and training
3. Memberships, clubs, community activity, school organizations (include membership in SkillsUSA)
4. Certifications or other awards
5. Work experience (include voluntary jobs)
6. References are to be included

Preparation for the Interview

In preparation for the interview portion, the contestants should:

1. Understand the importance of first impressions.

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2. Practice proper introductions, including handshaking, clearly providing your name and purpose of the interview.
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.

EQUIPMENT AND MATERIALS

Supplied by the technical committee:

1. Judges
2. Employment application forms

Students Materials List

1. Six copies of his or her résumé
2. Pen(s) for completing the employment application form
3. The contestant's portfolio, which will be returned to the contestant after the interview

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