

Job Interview

Job Interview, an *individual event*, recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a **portfolio**, be prepared to fill out a **job application**, and express their communication skills and job knowledge through an **interview**.

EVENT CATEGORIES

Senior: grades 10-12

Occupational: grades 10 -12

See the section on event categories for more information.

ELIGIBILITY

1. Chapters may submit one entry in each category of this event.
2. Participation is open to any nationally affiliated FCCLA chapter member in grades 10 – 12.
3. The Job Interview project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
4. The Job Interview project must be planned and prepared by the participant(s) only. Supporting resources are acceptable as long as participants are coordinating their use and resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work.

Letters of recommendation should not be the work of the participant.

PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the Event Chairperson at the designated participation time. At this time, the participant will have 15 minutes to fill out a job application.
2. Event Chairpersons and evaluators will have 15 minutes to preview the *portfolio* before the interview begins. The evaluator will return the *portfolio* to the participant to use during the presentation.

3. The interview **may be up to** 20 minutes in length. A one- minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes
4. Evaluators will use the rubric to score and write comments for the participant. Then, evaluators will meet with each other to discuss the participant's strengths and suggestions for improvement.
5. The total time required for this event is approximately 50 minutes.

GENERAL INFORMATION

1. A dictionary will be provided in the application room. Participants may only use a copy of their resume and letters of recommendation to fill out the job application.
2. Participants may use the *portfolio* during the interview process and answer questions about the *portfolio* at this time. No other materials may be used during the interview.
3. Spectators may not observe any portion of this event.
4. The cover letter and resume (only) may be printed on *resume paper*. Letters of recommendation may be on the appropriate letterhead.
5. Participant must apply for a job that matches their current skills and relates to their career interests/ goals.
6. Words in *italics* are defined in the glossary.
7. **Allowable Presentation Elements:** None
Not Allowed: *Audio, Costumes/Uniforms, Easel(s), File Folders, Props/Pointers, Skits, Visual Equipment, Visuals.*

Job Interview Specifications

Application

Participant will have 15 minutes to fill out a standard job application at the designated time.

Neat/Complete	Job application should be filled out in black or blue ink and be complete, accurate, neat, legible, <i>professional</i> , and contain correct grammar and spelling.
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Portfolio

The *portfolio* is a collection of factual information that supports the job for which the participant is applying. **Materials must be contained in the official FCCLA STAR Events binder/notebook obtained from the national emblematic supplier.** A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. **The binder/notebook must contain no more than 33 pages: 1 project identification page, 1 table of contents page, 1 planning process summary page, 0-5 divider pages, and up to 25 content pages including the documents listed below.** *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/ or page numbers; they must not include any other *content*. All pages must be one-sided only. All pages except *divider pages* must be 8 1/2" x 11". The *portfolio* will be turned in to the Event Chairperson at the designated participation time.

<i>Project Identification Page</i>	One 8 1/2" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, FCCLA national region, and job title desired.
FCCLA <i>Planning Process Summary Page</i>	One 8 1/2" x 11" summary page of how each step of the <i>planning process</i> was used to plan and implement the project; use of the <i>planning process</i> may also be described in the oral presentation.
Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job.
Business Communication	Include cover letter, resume, and two letters of recommendation (one from a school official, administrator, counselor, or teacher and one from an employer or other <i>community</i> representative).
<i>Career-Related Education</i>	Describe <i>career-related education</i> that enhances employability. Include a summary of school activities; career research projects; application of Family and Consumer Sciences and/or related occupations skills and their relationship to job, and an example of ability to communicate in written form.
<i>Educational Enhancement Opportunities</i>	Describe <i>educational enhancement opportunities</i> that enhances employability. Include career development planning; summaries of job shadowing, internships, apprenticeships, informational interviews, or <i>community</i> service projects; and products developed during these experiences.
Examples of Special Skills	Include up to five examples of special skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the <i>dimensions</i> of the <i>portfolio</i> . Audio and/ or video recordings may be included in the portfolio but will not be considered by evaluators. Examples or samples of special skills will be identified as such and are considered <i>content pages</i> .
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Interview

The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's current skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

Knowledge of Selected Job	Show evidence of how present skills relate to job, including Family and Consumers Sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Communication Skills Questions	Display effective verbal and nonverbal skills: clarity of expression, eye contact, good posture, friendly, poised, and personable.
Response to Evaluators'	Provide clear and concise answers to evaluators' interview questions.
Use of <i>Portfolio</i>	Use <i>portfolio</i> to support understanding of job and emphasize skills.
Professional Appearance	Attire and grooming suitable for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>portfolio</i> .
Grammar/Word Usage/ Pronunciation	Use proper grammar and pronunciation.

