

# EMPLOYMENT APPLICATION PROCESS



## PURPOSE

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

First, refer to General Regulations, Page 9.

## CLOTHING REQUIREMENT

**For men:** Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes.

**For women:** Official blazer, jacket or sweater; black dress slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone seamless hose and black dress shoes.

These regulations refer to clothing items that are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 800-401-1560 or 703-956-3723.

**Note:** Contestants must wear their official contest clothing to the contest orientation meeting. Advisors must attend orientation.

## 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.

State associations having restrictions on release of this information may submit a letter of eligibility that simply states "I certify that (student's name) meets the eligibility

requirements for the SkillsUSA Employment Application Process." The letter must be signed by the school official, who must also include his or her title. No written skills knowledge (PDP) test is required. The eligibility letter must be submitted to the Technical Committee at the orientation meeting.

## ORIENTATION

The following are required at the orientation meeting:

1. Résumé for SkillsUSA requirement must be submitted.
2. SkillsUSA attire is required.
3. Advisor must attend.

## OBSERVER RULE

Observers will not be permitted to view the contest.

## TIME LIMITS

The contestant will be allowed 30 minutes to complete the application at the contest time. The introduction (meet and greet) portion is **not** included in the 30 minutes. A penalty will apply for more than 30 minutes spent on the application.

The interview will last approximately 15 to 20 minutes. No penalties will be given for exceeding this time period, as this portion of the contest is under the judges' control.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Judges
  - b. All necessary information for the judges and technical committee
  - c. Employment application forms
  - d. Table and chair for application completion
2. Supplied by the contestant:
  - a. Four copies of his or her résumé, which will be kept by the judges (one set of two for the preliminary contest and the remaining set of two for the finals should a split in the contest be required). One of the résumés will satisfy the SkillsUSA requirement.

- b. The contestant's portfolio, which will be returned to the contestant after the interview
- c. Pen(s) for completing the employment application form

## ARRANGEMENT OF ROOMS

1. Assembly Area: An area will be set up in which contestants will assemble to wait their turns.
2. Personnel Manager's Area: An area will be furnished with a desk and necessary tables and chairs where the contestants will complete their employment applications.
3. Interview Room: A room will be furnished with a table and chairs for the contestant and interviewing judges.

## SCOPE OF THE CONTEST

The contest consists of four parts:

1. Preparation and submission of a résumé — four copies will be required, completed at home.
2. Preparation and submission of a portfolio, completed at home.
3. Complete an application at contest time — 30 minutes will be allowed (penalty applies for exceeding the 30-minute limit). Introduction (meet and greet) is **not** included in the 30-minute limit. Application will be completed in front of and timed by the Personnel Manager (judge) or Assistant. **Note:** A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.
4. The Personnel Manager (and/or Assistant) will evaluate the application and the portfolio. Refer to the Rating Sheets for specifics.
5. Participate in an in-depth interview with the interviewers (judges), approximately 15 to 20 minutes. There will be two judges for the interview process. Judges will be given the application, copy of the résumé and the portfolio for their review prior to the interview. After review of the résumé and portfolio, the judges will interview the contestant by asking a series of five questions. Judges are allowed to use their own techniques for the interview.
6. Examples of types of questions that may be asked by the interviewers are listed below; however, the actual questions will be

determined by the judges prior to the start of the contest:

- a. What's your objective?
- b. What about your future?
- c. What are your strengths?
- d. What are your qualifications?

## Résumé

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

1. Name, address, telephone number
2. Career objective
3. Education/training
4. Work experience, listing present employment first, along with specific responsibilities
5. Accomplishments and awards earned
6. Memberships, clubs, community organizations
7. List of references

## Portfolio

The portfolio is a hard-copy collection (notebook or other type of binding, not required to be a SkillsUSA notebook) of a contestant's abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers 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
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. School, community and civic activities
6. Publicity — copies of awards, newspaper articles
7. Pictures — or copies of pictures
8. Other — abilities and accomplishments

## Preparation for Completing an Application

At home, contestants should practice completing various employment applications, using their reference cards if necessary. Practice printing legibly using ink. Much of the information in an application includes the same information 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 to include SkillsUSA
4. Certifications
5. Work experience
6. References upon request

## Preparation for the 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 contestant. **The advisor is responsible for obtaining the eligibility letter from the school and submitting the letter to the technical committee at orientation.** A penalty may apply for lack of this requirement.

## Knowledge Performance

There is no written SkillsUSA knowledge test required for this contest.

## Skills Performance

This contest evaluates the understanding of the employment process a student will face in applying for positions in the occupational area for which he or she is training. The contest consists of two parts. The first is meeting the personnel manager and completing the employment application; and the second is the interview. The portfolio is to be submitted at the time of requesting the application.

## Contest Guidelines

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the personal résumé, employment application and portfolio, contestants will use their own name, address, school, employment and occupational information. All information must be as accurate as possible. One 3"x5" or 4"x6" note card may be used to assist the contestant.
2. When called from the assembly area, the contestant will approach the Personnel Manager as though applying for a job. Contestants will be given an employment application to complete within 30 minutes in the presence of the Personnel Manager.
3. Contestants will complete the application by printing in ink. The Personnel Manager will note the time the contestant is handed the application and the time the completed application is returned. The times are noted on the scoring sheets. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points).
4. The Personnel Manager will be handed the portfolio at the time of requesting the application. The Personnel Manager (or Assistant) will judge the application and portfolio. Two copies of the résumé will be handed to the Personnel Manager at the return of the completed application. The following information must be contained in the one-page résumé:
  - a. Name, address and telephone number
  - b. Career objective
  - c. Education and training
  - d. Work experience beginning with present employment listing specific responsibilities
  - e. Accomplishments and awards earned

- f. Memberships, major accomplishments, awards earned
- g. References (on a separate page)
- 5. After the Personnel Manager completes the evaluation, a technical committee member will present two copies of the résumé along with the portfolio to the interviewing judges.
- 6. After the judges review the material, the contestant will be escorted to the judges area for the interview.
- 7. The interview with the judges will be approximately 15 to 20 minutes.
- 8. All contestants will be asked five questions. Three questions will be the same for everyone, and two will be about the contestant's portfolio.
- 9. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

## Standards and Competencies

### EAP 1.0 — Prepare a one-page personal résumé

- 1.1 Design a personal layout and structure for the résumé
- 1.2 List name, address and telephone number
- 1.3 State a specific career objective
- 1.4 List educational and training information
  - 1.4.1 Provide GPA if currently enrolled in school
  - 1.4.2 Include areas of study
  - 1.4.3 List any employment-related certifications or licenses
  - 1.4.4 Identify name and location of academic/training institutions
- 1.5 Discuss work experience beginning with present employment
- 1.6 Outline specific job responsibilities and transferable skills gained, in a bulleted format
- 1.7 List organizational memberships, major accomplishments and awards earned
- 1.8 Edit résumé for spelling, grammar and effective design

### EAP 2.0 — Complete an employment application that meets industry standards

- 2.1 Complete the employment application within allotted time limit

- 2.2 Be prepared with all needed information to complete the application; 3"x5 or 4"x6" card can be used as a word bank
- 2.3 Review employment application to ensure it is free of errors
- 2.4 Complete application form legibly

### EAP 3.0 — Meet and greet Personnel Manager to meet industry standards

- 3.1 Greet Personnel Manager professionally
- 3.2 Introduce oneself to the receptionist

### EAP 4.0 — Complete a 15- to 20-minute job interview that meets industry standards

- 4.1 Introduce self professionally
- 4.2 Display good posture and appropriate dress and grooming
- 4.3 Demonstrate knowledge of position applying for and personal history
- 4.4 Respond to questions from the judging panel
- 4.5 Explain work and leadership experiences concisely when applicable
- 4.6 Explain personal strengths and weaknesses to the committee when applicable
- 4.7 Discuss personal and professional short- and long-term goals, if requested
- 4.8 Describe two accomplishments and personal satisfaction gained from each when applicable
- 4.9 Explain personal qualifications and characteristics that will lead to professional success
- 4.10 Describe the ideal job when applicable

## Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

### Math Skills

None Identified

### Science Skills

None Identified

### Language Arts Skills

- Provide information in conversations
- Provide information through oral presentation

- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information
- Organize and synthesize information for use in written and oral presentations
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing

gather and synthesize information and to create and communicate knowledge

- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

**Source:** IRA/NCTE Standards for the English Language Arts.  
To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).

## Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

### Math Standards

None Identified

**Source:** NCTM Principles and Standards for School Mathematics. To view high school standards, visit: [standards.nctm.org/document/chapter7/index.htm](http://standards.nctm.org/document/chapter7/index.htm). Select “Standards” from menu.

### Science Standards

- Understands the scientific enterprise

**Source:** McREL compendium of national science standards. To view and search the compendium, visit: [www.mcrel.org/standards-benchmarks](http://www.mcrel.org/standards-benchmarks).

### Language Arts Standards

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to