⭐ STAR EVENTS — Job Interview

Job Interview, an *individual event,* recognizes participants who use Family and Consumer Sciences and/or related occupation's 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 page 29 for more information on event categories.

ELIGIBILITY

1. States may submit two entries in each category of this event.

2. Participation is open to any nationally affiliated FCCLA chapter member.

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 room consultant at the designated participation time. At this time, the par-ticipant will have 15 minutes to fill out a job application.

2. Room consultants 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 participants. 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.** 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, *professional,* and contain correct grammar and spelling.

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 FCCLA 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 8½" x 11". The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8 ½" x 11" page on *plain paper,* with no *graphics* or decorations; must include participant's name, chapter name, school, city, state, FCCLA national region, and job title desired.
FCCLA *Planning Process* Summary Page	One 8½" x 11" summary page of how each step of the *Planning Process* was used to plan and implement the project; use of the *Planning Process* 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 *community* representative).
Career-Related Education	Describe *career-related education* 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.
Educational Enhancement Opportunities	Describe *educational enhancement opportunities* that enhances employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or *community* 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 *dimensions* of the *portfolio.* 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 *content pages*.
Appearance	*Portfolio* must be neat, legible, and *professional* and use correct grammar and spelling.

Job Interview Specifications (continued)

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	Display effective verbal and nonverbal skills: clarity of expression, eye contact, body language, voice, grammar, word usage and pronunciation, friendly, poised, and personable.
Response to Evaluators' Questions	Provide clear and concise answers to evaluators' interview questions.
Use of *Portfolio*	Use *portfolio* 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 *portfolio*.
Grammar/Word Usage/ Pronunciation	Use proper grammar and pronunciation.
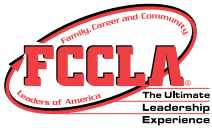
STAR Events Point Summary Form
JOB INTERVIEW

Name(s) of Participant(s) _____

State _____ Team # _____ Group # _____

Category _____

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or group numbers.

2. Before student presentation, the room consultants must check participants' *portfolio* using the criteria and standards listed below and fill in the boxes.

3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together. Please do **NOT** staple.

4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.

5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK				Points
Registration 0 *or* 5 points	**0** Did not attend		**5** The individual attended	
Portfolio 0–1 points	**0** Binder is not the Official FCCLA Binder		**1** Binder is the Official FCCLA Binder	
Portfolio Pages 0–1 points	**0** Portfolio exceeds the page limit		**1** Portfolio contains no more than 33 pages including: • 1 project ID page • 1 table of contents page • 1 Planning Process summary page • Up to 5 divider pages • Up to 25 content pages	
Project Identfication Page 0–2 points	**0** Project ID page is missing	**1** Project ID page is present but includes incorrect information	**2** Project ID page is present and completed correctly	
Punctuality 0–1 points	**0** Participant was late for presentation		**1** Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ divided by number of evaluators

= AVERAGE EVALUATOR SCORE

ROOM CONSULTANT TOTAL
(10 points possible)

AVERAGE EVALUATOR SCORE
(90 points possible)

FINAL SCORE
(Average Evaluator Score plus Room Consultant Total)
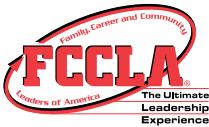
RATING ACHIEVED (circle one)   **Gold:** 90–100   **Silver:** 70–89.99   **Bronze:** 1–69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1 _____   Evaluator 2 _____   Evaluator 3 _____   Adult Room Consultant _____   Event Lead Consultant _____

JOB INTERVIEW
Rubric

Name(s) of Participant(s) _____

State _____Team # _____ Group # _____

Category _____

EVALUATION CRITERIA						Points
Application 0–5 points	**0** Application was not completed	**1** Complete and legible	**2** Complete, neat but could be more professional	**3** Complete, neat, legible, professional, correct grammar and spelling used	**4–5** Attractive layout, complete, neat, legible, professional, correct grammar and spelling used	

PORTFOLIO CONTENT							Points
FCCLA Planning Process Summary Page 0–5 points	**0** Planning Process summary not provided	**1** Inadequate steps in the Planning Process are presented	**2** All Planning Process steps are presented but not summarized	**3** All Planning Process steps are summarized	**4** Evidence that the Planning Process was utilized to plan project	**5** The Planning Process is used to plan the project. Each step is fully explained	
Job Specification Sheet 0–5 points	**0** Job Specification Sheet not provided	**1** Only two of the five items provided	**2** Only three of the five items provided	**3** Four of the five items provided	**4** All five items provided	**5** All five items provided and thorough	
Business Communication 0–10 points	**0** None apply	**1–10 Score one point for each of these components:** ❑ Two recommendation letters ❑ Include cover letter ❑ Document consistently written ❑ Consistent font ❑ White or creme paper, 24 weight ❑ Correct grammar ❑ Correct spelling ❑ Include resume ❑ Organized ❑ Appropriate business format					
Career Related Education 0–5 points	**0** Not included	**1** Only one of the required items provided	**2** Only two of four items provided	**3** Three of four items provided	**4** All four items provided but they lack information	**5** All four items provided, thorough and professional	
Educational Enhancement Opportunities 0–5 points	**0** Not included	**1** Only one item provided	**2** Two of three items provided but lack information	**3** Two of three items provided completely	**4** All three items provided but they lack information	**5** All three items provided, thorough and professional	
Examples of Special Skills 0–5 points	**0** Not provided	**1** Only one or two of the items provided	**2** Only three of five items provided provided	**3** Four of five items	**4** Five items provided	**5** All five items provided and relate well to job/career goals	
Portfolio Appearance 0–3 points	**0** Portfolio is illegible and and unorganized	**1** Portfolio is neat, but contains grammatical or spelling errors and is organized poorly	**2** Portfolio is neat, legible, and and professional, with correct grammar and spelling	**3** Neat and professional, correct grammar and spelling used; effective organization			

Job Interview Rubric (continued)

INTERVIEW							Points
Knowledge of Selected Job 0–10 points	**0** Little evidence of job knowledge	**1–2** Minimal evidence of job knowledge	**3–4** Some evidence of job knowledge	**5–6** Knowledge of job is evident but not in interview	**7–8** Knowledge of job is evident and shared at times in the interview	**9–10** Knowledge of job is evident and incorporated throughout the interview	
Communication Skills 0–10 points	**0** Participant does not take part in interview	**1–2** Interview is brief because participant lacks the ability to carry on a conversation or answer questions with detail	**3–4** Participant answers most questions well, but displays signs of self-consciousness or nervousness in his/her nonverbal communication	**5–6** Participant answers questions and relates to the evaluators well	**7–8** Participant shows confidence and personality during interview. Answers questions well	**9–10** Participant is confident, poised, personable, relates well to the evaluators, and answers questions clearly and effectively	
Responses to Evaluators' Questions 0–10 points	**0–1** Did not answer evaluators' questions	**2–3** Unable to answer some questions	**4–5** Responded to all questions, but without ease or accuracy	**5–6** Responded adequately to all questions	**7–8** Gave appropriate responses to evaluators' questions	**9–10** Responses to questions were appropriate and given without hesitation	
Use of Portfolio During Presentation 0–5 points	**0** Portfolio is not used during presentation	**1** Portfolio used to limit amount of speaking time	**2** Portfolio used minimally during presentation	**3** Portfolio incorporated throughout presentation	**4** Portfolio used effectively throughout presentation	**5** Presentation moves seamlessly between oral presentation, and portfolio	
Voice—pitch tempo, volume 0–3 points	**0** No voice qualities are used effectively		**1** Voice quality is adequate		**2** Voice quality is good, but could improve	**3** Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0–3 points	**0** Body language shows nervousness		**1** Body language shows minimal amount of nervousness		**2** Body language is good	**3** Body language enhances the presentation	
Grammar/ Word Usage/ Pronunciation 0–3 points	**0** Extensive (more than 5) grammatical and pronunciation errors		**1** Some (3–5) grammatical and pronunciation errors		**2** Few (1–2) grammatical and pronunciation errors	**3** Presentation has no grammatical or pronunciation errors	
Professional Appearance 0–3 points	**0–1** Non-professional appearance, attire and/or grooming		**2** Neat appearance, attire and grooming but lacks polish		**3** Professional appearance, attire and grooming		

Evaluator's Comments:

TOTAL

(90 points possible)

Evaluator Initial _____

Room Consultant Initial _____