
Future Business Leader

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for a successful careers in business.

Competencies

This event consists of three (3) parts:

- Letter of Application and Résumé.
- Objective Test.
- Interview.

Objective Test Competencies

- general concepts in accounting, banking, business procedures, communications, economics, ethics, global business, law, management, marketing, math, and technology
- FBLA-PBL history, programs, and bylaws
- parliamentary procedure

Performance Competencies

- demonstrate effective verbal communication skills
- answer questions effectively
- display self-confidence through the knowledge of content and articulation of ideas

Business Education Standard(s):

Accounting; Business Law; Career Development; Communication; Computation; Entrepreneurship; International Business; Management; Marketing

Region Eligibility

Each chapter may enter two participants. The participants must be a member of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31. If the region conference is scheduled before January 31, then dues must be paid prior to that conference date as established by the region and posted on the PA FBLA web site.

Participants are permitted to compete in this event one year only. Under no circumstances may a student repeat in this event.

It is the responsibility of the:

local chapter adviser

- pay membership dues for all competitors by the published region deadline and to register students through the PA FBLA online registration system by the published deadline.

region adviser

- to verify that membership dues of participants at the region conference comply with the deadlines listed above.

State Eligibility

The minimum number of competitors each region may enter is the first- and second-place winners who are members of an active local chapter and is on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 or prior to the region conference by the date posted on the PA FBLA web site.

If any of the eligible winners cannot attend the SLC, it is the responsibility of the:

local chapter adviser

- to contact the region adviser about the student who will not be attending.

region adviser

- to contact the adviser of the next eligible competitor about participating at the State Leadership Conference.

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- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published at www.pafbld.org/importantdates.php, which is posted on the PA FBLA web site.

Region Procedure

The following procedures must be used:

1. There will be only one round of competition. Every participant will be scheduled for an interview.
2. All participants in this event must report at the event time listed in the program.
3. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbld.org/dresscode.php. If the participant does not comply, he or she will not be admitted to the objective test or interview areas until he or she is in compliance.**
4. The event consists of three parts: (1) submission of a letter of application with a résumé, (2) completion of an objective test, and (3) participation in a simulated interview.
5. Participants are required to complete all parts to be eligible to win an award.
6. The final placement will be determined using the preliminary round rating sheet which is 20% prejudged application materials, 40% objective test score and 40% preliminary interview score.

Preconference Requirements

1. The participant must submit 6 copies of the following items:
 - a. A one-page letter of application (original or copy) addressed to:

Ms. Jean Buckley
President & CEO
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191

The letter should state the reasons the participant is deserving the honor of this award.

- b. A brief résumé (original or copy) not to exceed two (2) pages and should list your FBLA activities and involvement. Photographs are not allowed.
2. All copies of the above materials must be submitted in six (6) standard file folders. The tab of each folder must be typed and must be labeled with the following information in the order listed below:
 - Event Title
 - Participant's Name
 - Name of **State**
 - Name of School
 3. Include the participant's name on all pages submitted.
 4. The region adviser, in consultation with the remaining local chapter advisers, will determine the procedures for submission of the materials.
 5. **Participants failing to submit the materials by the deadline will be disqualified.**
 6. A deduction of up to five (5) points will be made from the score of the participants who submit materials by the stated deadline but does not adhere to the event guidelines for the submission of proper materials.

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7. The letter of application and résumé must be prepared by the student member, not the adviser. The adviser should serve as a consultant to ensure that the letter of application and resume are well organized, contain substantiated statements, and are written in business style. The materials should demonstrate the reasons the participant is deserving of this award.
 8. The letter of application and resume must be composed prior to the Regional Leadership Conference and submitted as outlined above.

Conference Requirements

1. Each participant will be scheduled for a one-hour written objective test based on the previously listed competencies. The objective test will be machine and/or hand scored. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
2. **Participants will be scheduled for a fifteen-minute (15) interview conducted by a panel of judges. Interview times will be determined by the region adviser. If the participant arrives late, then the participant has the remaining time for the interview in his or her scheduled interview slot.**
3. Competitors must bring at least one (1) hard copy of resume and cover letter in a folder to each round of interviews on site. Label the folder(s) with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted. Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.
4. No items, other than the folder(s) containing the hard copy of resume and cover letter, may be brought or used during the interview. Reference materials, visual aids, or electronic devices are not allowed.
5. At the Region Leadership Conference, the participant may use his or her own cordless calculator unless one is provided by the region. At the RLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

State Procedure

The following procedures must be used:

1. A **preliminary round** will be held to determine the top individuals in the final round. All participants will be divided randomly into groups by a member of the state committee, with an equal number of the top participants from each group advancing to the final round.
 - The order of performance will be drawn at random by a member of the state committee.
 - Based on the judges' scores, up to twelve (12) individuals will be posted and will compete in the final round.
2. The event consists of three parts: (1) submission of a letter of application with a résumé, (2) an objective test based on the Competencies section of these guidelines, and (3) participation in an interview.
3. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.
4. All participants will have a preliminary interview on the first day of the State Leadership Conference.
5. All participants must report at the time listed for the objective test.
6. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, he or she will not be admitted to the objective test or interview areas until he or she is in compliance.**

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7. The preliminary round rating sheet which was determined by 20% prejudged application materials, 40% objective test score and 40% preliminary interview score will be used to determine the top candidates for the final round.
 8. For the final round, the top ten will be determined by the final interview, and the objective test will only be used to break a tie. The final round rating sheet will be used for the final round.

Preconference Requirements

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA web site, certified by the local chapter adviser.
 - b. A PDF of the letter of application and resume must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website. The PDF will be uploaded attached to the online event entry form.
 - c. A one-page letter of application (original or copy) addressed to:

Ms. Jean Buckley
President & CEO
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191

The letter should state the reasons the participant is deserving the honor of this award.

- d. A brief résumé (original or copy) not to exceed two (2) pages and should list your FBLA activities and involvement. Photographs are not allowed.
2. Include the participant's name on all pages submitted.
3. **The materials must be received by the PA FBLA Executive Director/State Chairman by the deadline date published at www.pafbla.org/importantdates.php, which is posted on the PA FBLA web site. Failure to submit these documents by the received by date will result in the participants being disqualified.**
4. A deduction of up to five (5) points will be made from the score of the participant who submits materials by the stated deadline but does not adhere to the event guidelines for the submission of proper materials.
5. The letter of application and résumé must be prepared by the student member, not the adviser. The adviser should serve as a consultant to ensure that the letter of application and resume are well organized, contain substantiated statements, and are written in business style. The materials should demonstrate the reasons the participant is deserving of this award.
6. The letter of application and résumé must be composed prior to the State Leadership Conference and submitted as outlined above.

Conference Requirements

1. Competitors must bring at least one (1) hard copy of resume and cover letter in a folder to each round of interviews on site. Label the folder(s) with the event title, competitor's name, state, and school. Include the competitor's name on all pages submitted. One (1) hard copy brought to the interview will not be returned to the competitor.
2. Each participant will be given a preliminary interview. Participants will be scheduled for a ten (10) minute interview conducted by a panel of judges. **If the participant arrives late for the interview, then the participant has the remaining time for the interview in his or her scheduled interview slot.**

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3. Each participant will be scheduled for a one-hour written objective test based on the Competencies section listed in these guidelines. The objective test will be scored through the online testing service. **If a participant arrives after the objective test has begun, he or she will be admitted to the testing area and will be permitted to take the test in the remaining amount of time for the event. The participant will not receive any additional instructions from the event administrators.**
 4. An equal number of participants from each group with the highest combined scores (objective and preliminary interview) will be scheduled for a fifteen-minute (15) final interview conducted by a panel of judges for the final round. The names of up to twelve (12) top participants will be posted after the Opening General Session.
 5. The score for the final round will use the final round rating sheet which is solely based on the interview.
 6. **If the participant arrives late for the interview, then the participant has the remaining time for the interview in his or her scheduled interview slot.**
 7. Judges will not be provided with a copy of each participant's application materials.
 8. No items, other than the folder(s) containing the hard copy of resume and cover letter, may be brought or used during the interview. Reference materials, visual aids, or electronic devices are not allowed.
 9. At the State Leadership Conference, the participant will be provided a calculator to use in this competitive event. Participants may not use their own calculators. At the SLC, no scientific calculators, graphing calculators, PDAs (Palm Pilots, etc.), phones, or other memory storage devices are allowed to be used in this event.

Region Judging

The region adviser, in consultation with the remaining local chapter advisers, will determine whether one panel or separate panels of judges will evaluate the components of this event.

At the Regional Conference, the following tiebreaker policy will be followed:

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

State Judging

Each component of the event—the written component (the letter application and résumé) and the performance component (the interview)—uses a separate panel of judges for the preliminary round. The final round uses the same set of judges for the letter of application, résumé, and interview.

Ties will be broken based on scores of the objective test. If there is a tie in the objective test score, the following tiebreaker will be used:

All objective tests will be graded through the online test service. If there is a tie between competitors, the last ten (10) test questions will be compared and the individual/team with the highest number of correct answers will be ranked higher. The process will continue in groups of ten (10) questions until the tie is broken. If, after reviewing the entire test, the tie cannot be broken, the individual/team submitting the test in the least amount of time will be ranked higher.

Tiebreaker implementation examples can be found in this handbook or at www.pafbla.org/tiebreakers.php.

Region Awards

Each region may decide the number and type of awards to be presented at the RLC.

State Awards

The state chapter will present a maximum of ten (10) awards at the State Leadership Conference.

National Conference Eligibility

The first-, second-, third-, and fourth-place award winner at the State Leadership Conference is eligible to attend the National Leadership Conference. Advisers and participants should refer to the latest edition of the National Chapter Management Handbook for official National Leadership Conference event guidelines.

In the event that the first-, second-, third-, or fourth-place winner cannot attend, it is the responsibility of the:

local chapter adviser

- to contact the PA FBLA Executive Director/State Chairman about the student who will not be attending.

PA FBLA Executive Director/State Chairman

- to contact the next eligible award winner about participating at the National Leadership Conference.



FUTURE BUSINESS LEADER

Interview Materials Rating Sheet

Revised 2017-18

| | Not Demonstrated | Below Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|--|------------------|--------------------|--------------------|----------------------|---------------|
| Cover Letter | | | | | |
| States award applying for | 0 | 2 | 3 | 4 | |
| Promotes self in letter: Lists skills, achievements, volunteerism, experience, etc. | 0 | 4 | 6 | 8 | |
| States that the resume is included with the letter and asks for interview | 0 | 2 | 3 | 4 | |
| Resume | | | | | |
| Targets award on cover letter | 0 | 2 | 3 | 4 | |
| Reader friendly –categories can be found easily, white space utilized, professional fonts and font sizes | 0 | 4 | 6 | 8 | |
| Includes education, activities, and volunteerism or experience information | 0 | 4 | 6 | 8 | |
| Brief, concise information | 0 | 2 | 3 | 4 | |
| Spelling and Grammar | | | | | |
| Documents are free of spelling, punctuation, and grammatical errors | 0 | 3 | 7 | 10 | |
| Subtotal | | | | /50 max. | |
| Penalty Points Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| Total Points | | | | /50 max. | |

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

☐ Chief Administrator _____

☐ Official Checker _____



FUTURE BUSINESS LEADER

Interview Rating Sheet

Revised 2017-18

☐ Preliminary Round (State Competition)

☐ Region Competition

| | Not Demonstrated | Below Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|--|------------------|--------------------|--------------------|----------------------|------------------|
| Expectation Item | | | | | |
| Illustrates participation in and leadership experiences in FBLA | 0 | 1-5 | 6-10 | 11-15 | |
| Explains participation in other school and/or community organizations | 0 | 1-5 | 6-10 | 11-15 | |
| Explains and shows areas of outstanding achievement | 0 | 1-5 | 6-10 | 11-15 | |
| Indicates understanding of career knowledge and career plans | 0 | 1-5 | 6-10 | 11-15 | |
| Professional Presentation Skills | | | | | |
| Demonstrates proper greeting, introduction, and closing | 0 | 1-5 | 6-10 | 11-15 | |
| Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates proper verbal and nonverbal communication skills | 0 | 1-3 | 4-7 | 8-10 | |
| Application Materials | | | | | |
| Participant brought copy of application materials to interview | 0 | | | 5 | |
| Subtotal | | | | | /100 max. |
| Penalty Points Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| Dress Code Not Followed: Deduct five (5) points | | | | | |
| Total Interview Points | | | | | /100 max. |
| Application Materials (Add to Total Interview Points in Preliminary Round) | | | | | /50 max. |
| Objective Test Score (Add to Total Interview Points in Preliminary Round) | | | | | /100 max. |
| Final Score | | | | | /250 max. |

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

☐ Chief Administrator _____

☐ Official Checker _____



FUTURE BUSINESS LEADER

Interview Rating Sheet

Revised 2017-18

☐ Final Round State Competition Only

| | Not Demonstrated | Below Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|--|------------------|--------------------|--------------------|----------------------|------------------|
| Expectation Item | | | | | |
| Illustrates participation in and leadership experiences in FBLA | 0 | 1-5 | 6-10 | 11-15 | |
| Explains participation in other school and/or community organizations | 0 | 1-5 | 6-10 | 11-15 | |
| Explains and shows areas of outstanding achievement | 0 | 1-5 | 6-10 | 11-15 | |
| Indicates understanding of career knowledge and career plans | 0 | 1-5 | 6-10 | 11-15 | |
| Professional Presentation Skills | | | | | |
| Demonstrates proper greeting, introduction, and closing | 0 | 1-5 | 6-10 | 11-15 | |
| Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm | 0 | 1-3 | 4-7 | 8-10 | |
| Demonstrates proper verbal and nonverbal communication skills | 0 | 1-3 | 4-7 | 8-10 | |
| Application Materials | | | | | |
| Student brought application materials to interview | 0 | | | 5 | |
| Subtotal | | | | | /100 max. |
| Penalty Points Deduct five (5) points for failure to fully follow the guidelines. | | | | | |
| Dress Code Not Followed: Deduct five (5) points | | | | | |
| Total Points | | | | | |
| Objective Test Score (to be used in the event of a tie) | | | | | |
| Final Score | | | | | /100 max. |

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

☐ Chief Administrator _____

☐ Official Checker _____