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# **Job Interview**

*This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.*

## **Competencies**

This event consists of two (2) parts: a letter of application and resume; and an interview

### *Performance Competencies*

- answer questions effectively
- demonstrate and use good communication skills
- exhibit a professional and poised appearance
- communicate career knowledge and plans

### **Business Education Curriculum Standard(s):**

Career Development; Communications

## **Region Eligibility**

Each chapter may enter one participant. The participant 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 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**

- to 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-place winner who is 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 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.
- to notify the PA FBLA Executive Director/State Chairman of the change before the deadline date published on at [www.pafbld.org/importantdates.php](http://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.
2. All participants in this event must report at the event time listed in the program.

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3. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, he or she will not be admitted to the job application and/or interview areas until he or she is in compliance.**
  4. The event consists of two parts: (1) submission of a letter of application, and resume (2) participation in an interview.

### **Preconference Requirements**

1. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.
2. Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
3. The participant must submit six (6) copies of the following items:
  - a. A one-page letter of application (original or copy) from the participant addressed to:

Dr. Terry E. Johnson  
Director of Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, DC 20041
  - b. A brief résumé (original or copy) not to exceed two (2) pages that highlights your work/volunteer experience. Photographs are not allowed.
4. All copies of the above materials must be submitted in six (6) standard file folders. The tab of the 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
5. Include participant's name on all pages submitted.
6. A deduction of up to five (5) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
7. The letter of application, and resume, must be submitted prior to the Region Leadership Conference.
8. The region adviser, in consultation with the remaining local chapter advisers, will determine the procedures for submission of the materials.
9. Participants who do not adhere to the event deadlines will be disqualified.
10. The letter of application, resume, and job application 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.
11. The letter of application and resume must be composed prior to the Regional Leadership Conference and submitted as outlined above.

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### **Conference Requirements**

1. Participants will be scheduled for a fifteen-minute (15) interview conducted by professionals from business. 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.
2. 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.
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.

### **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. At the State Leadership Conference, the adviser must report to event confirmation in order to verify the student's participation in the event. Participants who are not confirmed will be disqualified.
3. **The participant must comply with the PA FBLA Dress Code which can be found at [www.pafbla.org/dresscode.php](http://www.pafbla.org/dresscode.php). If the participant does not comply, he or she will not be admitted to the job application and/or interview areas until he or she is in compliance.**
4. The event consists of two parts: (1) submission of a letter of application, and resume (2) participation in an interview(s).

### **Preconference Requirements**

1. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year. It may be a part-time, internship, or full-time job.
2. Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
3. An event entry form, which is posted on the PA FBLA web site, certified by the local chapter adviser.
4. 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](http://www.pafbla.org) website. The PDF will be uploaded attached to the online event entry form.

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- a. A one-page letter of application (original or copy) from the participant addressed to:

Dr. Terry E. Johnson  
Director of Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, DC 20041

- b. A brief résumé (original or copy) not to exceed two (2) pages that highlight your work/volunteer experience. Photographs are not allowed.
5. Include participant's name on all pages submitted.
6. A deduction of up to five (5) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.
7. The letter of application and resume must be submitted prior to the State Leadership Conference by the due date to the Executive Director.
8. The letter of application and resume 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.
9. **The materials must be submitted to the PA FBLA Executive Director/State Chairman by the deadline date published at [www.pafbla.org/importantdates.php](http://www.pafbla.org/importantdates.php), which is posted on the PA FBLA web site. Failure to submit these documents by the deadline date will result in the participant being disqualified.**

#### **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. At the State Leadership Conference, participants or the adviser must report to event confirmation in order to draw for a performance time. Participants who are not confirmed will be disqualified.
3. 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.**
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.

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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.

Ties will be broken based on the following:

### **First Tiebreaker**

- Total points of the *Interview* section on the Interview Rating Sheet.

### **Second Tiebreaker**

- Total points of the *Professional Presentation* section on the Interview Rating Sheet.

### **Third Tiebreaker**

- Total points of the “Demonstrates the ability to understand and respond to interview questions” category within the *Interview* section on the Interview Rating Sheet.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbla.org/tiebreakers.php](http://www.pafbla.org/tiebreakers.php).

## **State Judging**

Each component of the event—the application materials (letter of application and resume) and the interview—uses a separate panel of judges.

Ties will be broken based on the following:

### **First Tiebreaker**

- Total points of the *Interview* section on the Interview Rating Sheet.

### **Second Tiebreaker**

- Total points of the *Professional Presentation* section on the Interview Rating Sheet.

### **Third Tiebreaker**

- Total points of the “Demonstrates the ability to understand and respond to interview questions” category within the *Interview* section on the Interview Rating Sheet.

Tiebreaker implementation examples can be found in this handbook or at [www.pafbla.org/tiebreakers.php](http://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 winners at the State Leadership Conference are 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.



# JOB INTERVIEW

## Interview Materials Rating Sheet

*Revised 2017-18*

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Cover Letter</b>					
States job applying for	0	2	3	4	
Promotes self in letter: Lists skills, achievements, experience, etc.	0	4	6	8	
States that the resume is included with the letter and asks for interview	0	2	3	4	
<b>Resume</b>					
Targets job 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 experience information	0	4	6	8	
Brief, concise information	0	2	3	4	
<b>Spelling and Grammar</b>					
Documents are free of spelling, punctuation, and grammatical errors	0	3	7	10	
<b>Subtotal</b>					<b>/50 max.</b>
<b>Penalty Points</b> Deduct five (5) points for failure to fully follow the guidelines.					
<b>Total Points</b>					<b>/50 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

☐ Chief Administrator \_\_\_\_\_

☐ Official Checker \_\_\_\_\_



# JOB INTERVIEW

## Interview Rating Sheet

*Modified 2017-18*

☐ Preliminary Round State Competition

☐ Final Round Region Competition

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Expectation Item</b>					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Relates previous experiences/activities with position's duties and skills necessary to succeed	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	0	1-5	6-10	11-15	
Asks questions that demonstrate and interest in the organization and understanding of the position	0	1-5	6-10	11-15	
<b>Professional Presentation Skills</b>					
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	
<b>Application Materials</b>					
Participant brought copy of application materials to interview	0 No materials were brought		5 Materials were brought		
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty:</b> Deduct five (5) points dress code not followed.					
<b>Penalty:</b> Deduct five (5) points for not following the guidelines.					
<b>Total Interview</b>	<b>/100 max.</b>				
<b>Application Materials (add to total points in interview)</b>	<b>/50 max.</b>				
<b>Final Score</b>	<b>/150 max.</b>				

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

☐ Chief Administrator \_\_\_\_\_

☐ Official Checker \_\_\_\_\_



# JOB INTERVIEW

## Interview Rating Sheet

Revised 2017-18

☐ Final Round State Competition Only

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Expectation Item</b>					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Relates previous experiences/activities with position's duties and skills necessary to succeed	0	1-5	6-10	11-15	
Possesses knowledge about the position and career field	0	1-5	6-10	11-15	
Asks questions that demonstrate interest in the organization and understanding of the position	0	1-5	6-10	11-15	
<b>Professional Presentation Skills</b>					
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	
<b>Application Materials</b>					
Participant brought copy of application materials to interview	0 No materials were brought.		5 Materials were brought.		
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty:</b> Deduct five (5) points dress code not followed.					
<b>Penalty:</b> Deduct five (5) points for not following the guidelines.					
<b>Final Score</b>					
					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

VERIFICATION & INITIALS  
(scores checked for accuracy)

☐ Chief Administrator \_\_\_\_\_

☐ Official Checker \_\_\_\_\_