
Job Interview

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

Competencies

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.

This event consists of two (2) parts:

- **Letter of Application, Resume, and Job Application**
- **Interviews**

Career Cluster(s):

Business, Management, and Administration; Finance; Marketing, Sales and Service

Business Education Curriculum Standard(s):

Career Development, Communication

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.pafbfa.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.
3. **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 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, resume, and job application (2) participation in an interview.

Preconference Requirements

1. 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 resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
 - c. A job application must be completed. This form should be downloaded at www.pafbla.org and then click on the competitive events section.
2. 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

Include the participant's name on all pages submitted.

3. 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.
4. 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.
5. The letter of application, resume, and job application must be submitted prior to the Region Leadership Conference.
6. The region adviser, in consultation with the remaining local chapter advisers, will determine the procedures for submission of the materials.
7. Participants who do not adhere to the event deadlines will be disqualified.

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8. 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.

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.

State Procedure

The following procedures must be used:

1. There will be two rounds of competition—a preliminary round and a final round. A **preliminary round** will be held to determine the top twelve (12) participants in the final round. All participants will be divided randomly into three groups by a member of the state committee, with the top four participants from each group advancing to 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. 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, resume, and job application (2) participation in an interview(s).

Preconference Requirements

1. The participant must submit seven (7) copies of the following items:
2. A one-page letter of application (original or copy) from the participant addressed to:

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

3. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
4. A job application must be completed. This form should be downloaded at www.pafbla.org and then click on the competitive events section.
5. All copies of the above materials must be submitted in seven (7) standard file folders. The tab of the folder must be typed and must be labeled with the following information in the order listed below:

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- Event Title
 - Participant’s Name
 - Name of **State**
 - Name of School
6. Include the participant’s name on all pages submitted.
 7. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he or she is now qualified or for which he or she will be qualified at the completion of the current school year.
 8. **The materials must be postmarked to 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 postmark date will result in the participant’s being disqualified.**
 9. 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.
 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.

Conference Requirements

1. 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.
2. Participants will be scheduled for a ten-minute (10) interview during the preliminary round and a fifteen-minute (15) interview during the final round conducted by professionals from business. If the participant arrives late, then the participant has the remaining time for the interview in his or her scheduled interview slot.
3. Participants must furnish their own pens.

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 rating sheet.

Second Tiebreaker

- Total points of the *Letter of Application/Resume /Job Application* section on the rating sheet.

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

State Judging

Each component of the event—the application materials (letter of application, resume, and job application) 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 rating sheet.

Second Tiebreaker

- Total points of the *Letter of Application/Resume /Job Application* section on the rating sheet.

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-place and second-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-place or second-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 Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance	0	1-3	4-7	8-10	
Proper greeting, introduction, and closing	0	1-2	3-4	5	
Demonstrate poise, maturity, and attitude	0	1-2	3-4	5	
Show self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-3	4-7	8-10	
Illustrates adequate qualifications for the position	0	1-7	8-14	15-20	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-3	4-7	8-10	
Application Materials					
Effectiveness of application materials (resume, letter of application, and job application)	0	1-7	8-14	15-20	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

Chief Administrator _____

Official Checker _____