

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 three (3) parts:

- **Letter of Application and Resume**
- **Job Application Form**
- **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 the PA FBLA DATES TO REMEMBER document, 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 is printed on pages 75-76 of these guidelines. 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 three parts: (1) submission of a letter of application with a resume, (2) completion of a job application form, and (3) participation in a simulated interview(s).

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.
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:
 - Participant's Name
 - Event Title
 - 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 and resume 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.
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.

Conference Requirements

1. Each participant must complete a job application form at the Region Leadership Conference. Thirty minutes (30) will be allowed for this portion of the event. The participant may bring an additional copy of his or her resume and a one-page sheet of references to assist in completion of the job application. No other reference materials will be used. If the participant arrives after the job application portion has begun, he or she will be admitted to the job application area and will have the remaining amount of time to complete the application.
2. 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.
3. Participants must furnish their own pens.

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. All participants must report at the time listed in the program to complete the Job Application portion of this event. If the participant arrives after the job application portion has begun, he or she will be admitted to the job application area and will have the remaining amount of time to complete the application.
4. **The participant must comply with the PA FBLA Dress Code which is printed on pages 75-76 of these guidelines. 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.**
5. The event consists of three parts: (1) submission of a letter of application with a resume, (2) completion of a job application form, and (3) participation in a simulated 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. 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:

- Participant's Name
 - Event Title
 - Name of **State**
 - Name of School
5. Include the participant's name on all pages submitted.
 6. 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.
 7. **The materials must be postmarked to the PA FBLA Executive Director/State Chairman by the deadline date published on the PA FBLA DATES TO REMEMBER document 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.**
 8. 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.
 9. 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.

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. Each participant must complete a job application form at the State Leadership Conference. Thirty minutes (30) will be allowed for this portion of the event. The participant may bring an additional copy of his or her resume and a one-page sheet of references to assist in completion of the job application. No other reference materials will be used.
3. 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.
4. 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 *Job Application* section on the rating sheet.

Third Tiebreaker

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

Tiebreaker implementation examples are found starting on pages 341-343 of this handbook.

State Judging

Each component of the event—the letter of application and resume, the application blank, 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 *Job Application* section on the rating sheet.

Third Tiebreaker

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

Tiebreaker implementation examples are found starting on pages 341-343 of this handbook.

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 (meets dress code requirements)	0	1 – 3	4 – 7	8 – 10	
Proper greeting, introduction, and closing	0	1 – 3	4 – 7	8 – 10	
Poise, maturity, and attitude	0	1 – 3	4 – 7	8 – 10	
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	
Possess 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 application form)	0	1 – 3	4 – 7	8 – 10	
Subtotal				/100 max.	
Penalty Points: Deduct up to five (5) points for failure to fully follow the guidelines					
Total Points				/100 max.	

Name: _____

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

 Chief Administrator _____

 Official Checker _____

Job Interview

Letter of Application/Resume/Job Application Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Letter of Application and Resume					
Clear and concise presentation of facts with logical arrangement	0	1 – 3	4 – 7	8 – 10	
Correct grammar, punctuation, spelling and acceptable business style	0	1 – 3	4 – 7	8 – 10	
Educational/work preparation	0	1 – 3	4 – 7	8 – 10	
Subtotal: Letter of Application and Resume				/30 max.	

Name: _____

Region: _____ School: _____

Judge's Signature: _____

Judge's Comments:

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Job Application Form					
Clear and concise presentation of facts	0	1 – 3	4 – 7	8 – 10	
Neatness and legibility	0	1 – 3	4 – 7	8 – 10	
Subtotal: Job Application Form				/20 max.	
Total Points: Letter of Application, Resume and Job Application				/50 max.	

Judge's Signature: _____

Judge's Comments:

VERIFICATION & INITIALS
(scores checked for accuracy)

 Chief Administrator _____

 Official Checker _____