

2026-2027 Competitive Events Guidelines

Job Interview (High School)

Job Interview challenges members to develop professional job application materials and demonstrate effective interviewing skills. This event includes pre-judged assets, along with a live interview to evaluate communication, poise, and readiness for the workplace.



Event Overview

Division	High School
Event Type	Individual
Event Category	Presentation
Event Elements	Pre-judged Asset and Interview

Event Information:

National Leadership Conference:

Timing Structure:

- Interview: 10 minutes
 - A one-minute warning will be provided

Important Notes:

- Internet Access: Not provided
- Prejudge Assets submission due by state set date
- Event Schedule Notes:
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

State/Region:

Review Region and State Sections further on in this document.

***** Event specifics are continued below. Review the document in its entirety.**

Region

Region Eligibility

Each chapter may enter two (2) participants who are members of active local chapters in FBLA Connect, the FBLA membership system. An active chapter is defined as having members “pending or paid” at the time of the RLC registration deadline submitted by the region adviser to the Executive Director and published on the PA FBLA website.

In order to be registered for this event, student data is imported into Blue Panda, the event registration and competitive events management system, from FBLA Connect. Students are imported and able to be registered only if identified as having “pending or paid” membership. “Paid” membership is defined as a dues payment for the student received by National FBLA; “pending” membership is defined as membership for which payment is due to National FBLA 60 days from the date the student appears on the membership invoice.

Members may compete in an event more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event at RLC, SLC, or NLC.

This event has two parts: cover letter/resume, and a live interview. Competitors must complete both parts to be eligible to receive an award.

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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 Blue Panda by the published deadline.

Region Procedure

Pre-judged Cover Letter and Resume

1. The competitor must select a job position that they are currently qualified for or will be qualified for by the end of the school year. The chosen position may be part-time, an internship, or full-time.
2. Cover Letter Specifics
 - a. Must be no longer than one page.
 - b. Address the letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - c. *Note: Merit Corporation is a fictitious company*
3. Resume Specifics
 - a. Must not exceed two pages in length.
 - b. Should include the competitor's education, activities, awards/honors, and work/volunteer experience.
 - c. Photographs are not permitted on the résumé.
4. Assets must be formatted to fit standard 8.5" x 11" paper.
5. Links and QR codes are not permitted.
6. Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).
7. All content must be original and created specifically for this competition.
8. *Note: The assets do not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.*
9. Competitors must prepare resume and cover letter. Advisers and others are not permitted to write the resumes and cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
10. The Region Adviser will determine the method and deadlines for the submission for the Region Competition.

Interview

1. **The participant must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. Points will be deducted for not complying with the dress code UNLESS it is an egregious violation.**
2. There will only be one round of interviews at the region level.
3. Participant should introduce himself/herself to the judges.
4. The participant should review the rating sheet.
5. No materials can be brought to the interview. No resumes or cover letters are allowed to be brought to the interview. For example, portfolios are not permitted.
6. Ten (10) minutes will be allotted for the interview.
7. At the end of nine (9) minutes, a timekeeper will stand until noticed and hold up a colored timecard indicating one minute is left, and at ten (10) minutes the timekeeper will stand and hold up a colored timecard indicating time is up. When time is called, the presenter must end the presentation.
8. Audiences are not allowed for interviews.

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Region Judging

Final ranking is based on up to 50 points for the cover letter/resume, plus up to 100 points for the interview. Total points cannot exceed 150 points.

The cover letter and resume will be evaluated by a panel of judges using the rating sheet found in these guidelines. All decisions of the judges are final.

For the interview, the participant will be evaluated by a panel of judges using the rating sheet found in these guidelines. All decisions of the judges are final. If there is a tie, ties will be broken based on the following:

Judges must make a definitive decision on ranking. Ties are not permitted. The decision of the judges is final.

Region Awards

Each region at a **minimum** must distribute a certificate to the top five place finishers in each event.

State

State Eligibility

The minimum number of competitors each region may enter is the first- and second-place winners who are members of active local chapters on record in FBLA Connect as having dues listed as "pending or paid." Since a participant's "pending or paid" membership was required at the time of region conference registration, only students who are "pending or paid" appear in Blue Panda to be registered for and assigned competitive events at the State Leadership Conference.

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 at <https://www.pafbla.org/about-pafbla/important-dates/>, which is posted on the PA FBLA web site.

State Procedure

The following procedures must be used:

Pre-judged Cover Letter and Resume

1. The competitor must select a job position that they are currently qualified for or will be qualified for by the end of the school year. The chosen position may be part-time, an internship, or full-time.
2. Cover Letter Specifics
 - a. Must be no longer than one page.
 - b. Address the letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - c. *Note: Merit Corporation is a fictitious company*

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3. Resume Specifics
 - a. Must not exceed two pages in length.
 - b. Should include the competitor's education, activities, awards/honors, and work/volunteer experience.
 - c. Photographs are not permitted on the résumé.
4. Assets must be formatted to fit standard 8.5" x 11" paper.
5. Links and QR codes are not permitted.
6. Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).
7. All content must be original and created specifically for this competition.
8. *Note:* The assets do not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.
9. Competitors must prepare resume and cover letter. Advisers and others are not permitted to write the resumes and cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
10. Cover Letter and Resume must be uploaded as a PDF to Blue Panda by the posted deadline.

Interview

The following procedures must be used:

1. A **preliminary round** will be held to determine the top participants 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.
 - Finalists for this event will be an equal number advancing from the preliminary round groups to a maximum of 15 in events in which there are no preliminary rounds.
2. The following procedures will be followed during the **final round**:
 - The order of performance will be drawn at random by a member of the state committee.
3. **The participant must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. Points will be deducted for not complying with the dress code UNLESS it is an egregious violation.**
4. Participant should introduce himself/herself to the judges.
5. The participant should review the rating sheet.
6. No materials can be brought to the interview. No resumes or cover letters are allowed to be brought to the interview. For example, portfolios are not permitted.
7. Ten (10) minutes will be allotted for the interview in the preliminary and final rounds.
8. At the end of nine (9) minutes, a timekeeper will stand until noticed and hold up a colored timecard indicating one minute is left, and at ten (10) minutes the timekeeper will stand and hold up a colored timecard indicating time is up. When time is called, the presenter must end the presentation.
9. Audiences are not allowed for interviews.

State Judging

Preliminary ranking is based up to 50 points for the cover letter/resume, plus up to 120 points for the interview. Total points cannot exceed 170 points.

Final ranking is based on the final round interview only up to 120 points.

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The cover letter and resume will be evaluated by a panel of judges using the rating sheet found in these guidelines. All decisions of the judges are final.

For the interview, the team will be evaluated by a panel of judges using the rating sheet found in these guidelines. All decisions of the judges are final. If there is a tie, ties will be broken based on the following:

Judges must make a definitive decision on ranking. Ties are not permitted. The decision of the judges is final.

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.

If 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.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
• Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code	• Chair for Competitor

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors:** Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.

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- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - o One individual or team event, and
 - o One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

This event consists of three phases: a pre-judged asset, a preliminary presentation (interview), and a final presentation (interview).

Pre-judged Asset Details: Cover Letter & Resume

Submission Deadline

- A PDF of the cover letter and resume must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- The competitor must select a job position that they are currently qualified for or will be qualified for by the end of the school year. The chosen position may be part-time, an internship, or full-time.
- Cover Letter Specifics
 - o Must be no longer than one page.
 - o Address the letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - o *Note: Merit Corporation is a fictitious company*
- Resume Specifics
 - o Must not exceed two pages in length.
 - o Should include the competitor's education, activities, awards/honors, and work/volunteer experience.
 - o Photographs are not permitted on the résumé.
- Assets must be formatted to fit standard 8.5" x 11" paper.
- Links and QR codes are not permitted.
- Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).

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- All content must be original and created specifically for this competition.
- *Note:* The assets do not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.

Judging & Ownership

- Assets will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

Preliminary Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The preliminary round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- No items may be left with the judges following the presentation.

Final Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The final round is closed to conference attendees and audience.

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Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- Cover letters and résumés submitted by competitors will be provided to judges via the online rating sheet system.

Scoring

- The pre-judged asset score and preliminary presentation (interview) round scores will be added together to determine which competitors advance to the final round from each section.
- The final presentation (interview) score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Important FBLA Documents

- Competitors should be familiar with the [Competitive Events Operations Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

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Job Interview Pre-Judged Assets Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States job applying for	No job stated	Job stated does not match qualification	States job and shows match of job to qualifications	States job and shows match of job to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism experiences, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism/work experience included	Describes skills, academic achievements, and volunteerism/work experience	Describes multiple skills, academic achievements, and volunteerism/work experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets job on cover letter	No job targeted	Targeted job does not match cover letter	Targeted job matches cover letter	Resume supports targeted job on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted job	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, awards/honors, and volunteerism/work experience information	No education, activities, volunteerism, experience information listed	One-two sections included	Three sections included	Four or more sections support targeted job	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume is longer than two pages	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted job	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
All directions followed	Cover letter longer than one page, not addressed correctly; Resume longer than two pages; photograph, link, or QR code included		Cover letter no more than one page, addressed correctly; Resume no more than two pages, no photograph, link, or QR code included; documents submitted as PDF		
	0 points		5 points		
Pre-judged Assets Total (50 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:

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Job Interview Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Job Readiness & Qualifications <i>Selects a job aligned with current or near-future qualifications; demonstrates understanding of job duties and relevance to career goals.</i>	<i>No job is selected, or the job is unrelated to the competitor's skills, experience, or career interests.</i>	<i>Job is selected but only loosely aligns with the competitor's qualifications; limited understanding of job duties or career relevance is shown.</i>	<i>Job is appropriate based on current or anticipated qualifications; competitor shows a basic understanding of the role and its connection to career goals.</i>	<i>Job is thoughtfully selected and clearly aligned with current or near-future qualifications; competitor demonstrates strong understanding of job responsibilities and clearly connects the role to long-term career goals.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Interview Preparation & Research <i>Shows evidence of having researched the company or job and connects responses to that knowledge.</i>	<i>No evidence of research is presented; responses are generic and unrelated to the company or position.</i>	<i>Limited or superficial research is evident; minimal connection is made between responses and the company or role.</i>	<i>Research is apparent; responses include relevant information about the company or job and reflect a general understanding of the position.</i>	<i>Thorough research is clearly demonstrated; responses are tailored to the company and position, showing thoughtful insight and intentional preparation.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Response Quality & Critical Thinking <i>Answers questions thoughtfully and thoroughly, demonstrating problem-solving, decision-making, and self-awareness.</i>	<i>Responses are off-topic, incomplete, or show no evidence of critical thinking or self-awareness.</i>	<i>Responses are brief or vague, with limited explanation or reflection; minimal evidence of problem-solving or decision-making.</i>	<i>Responses are clear and mostly thorough, showing basic problem-solving and self-awareness with appropriate examples.</i>	<i>Responses are thoughtful, well-developed, and insightful; consistently demonstrate critical thinking, strong reasoning, and meaningful self-reflection.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation of Strengths & Experiences <i>Clearly articulates relevant skills, experiences, and accomplishments, providing specific examples when appropriate.</i>	<i>Does not mention any relevant skills, experiences, or accomplishments.</i>	<i>Mentions a few strengths or experiences, but lacks clarity or specific examples; connections to the job are unclear.</i>	<i>Clearly describes relevant skills and experiences, including at least one specific example to support qualifications for the position.</i>	<i>Articulates multiple strengths and accomplishments with strong, specific examples; clearly connects each to the job and demonstrates how they add value.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Career Goals & Motivation <i>Communicates short- and long-term career goals and enthusiasm for the position/industry.</i>	<i>Does not express any career goals or interest in the position or industry.</i>	<i>Career goals are vague or only short-term; limited enthusiasm or connection to the industry is shown.</i>	<i>Clearly communicates both short- and long-term goals with appropriate enthusiasm for the position or field.</i>	<i>Clearly articulates thoughtful short- and long-term goals, showing genuine passion for the position and industry; demonstrates a clear vision for the future and how the role aligns with it.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction, OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction, AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	<i>Did not demonstrate any of the listed skills</i>	<i>Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)</i>	<i>Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)</i>	<i>Demonstrated all skills, enhancing the overall presentation</i>	
	0 points	1-8 points	9-12 points	13-15 points	

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Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communication skills are excellent; nonverbal communication is natural	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ No technology used ✓ Did not bring materials to the interview ✓ Did not leave materials behind after the presentation			
	0 points	1-10 points			
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (120 points)					
Name(s):					
School:					Section:
Judge Signature:					Date: