



APPLICATION



## EMPLOYMENT APPLICATION PROCESS

APPLICATION



SkillsUSA Championships Technical Standards

### PURPOSE

To evaluate competitors' readiness for applying for employment in their occupational areas and understanding the process and procedures required.

First, download and review the General Regulations at: <http://updates.skillsusa.org>.

### ELIGIBILITY

Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from an appropriate school official on school letterhead stating that the competitor is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.

State associations having restrictions on release of this information may submit a letter of eligibility that simply states, "I certify that [student's name] meets the eligibility requirements for the SkillsUSA Employment Application Process." The letter must be signed by the school official, who must also include his or her title.

The eligibility letter must be submitted online to the technical committee. The online submission link will be posted at: <http://updates.skillsusa.org>.

### CLOTHING REQUIREMENTS

#### **Class A: SkillsUSA Official Attire**

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black dress shoes

**Note:** The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

**Note:** Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

These regulations refer to clothing items that are pictured and described at:

[www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 1-888-501-2183.

**Note:** Competitors must wear their official competition clothing to the competition orientation meeting.

## OBSERVER RULE

Observers are not permitted to view the competition.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Judges.
  - b. All necessary information for the judges and technical committee.
  - c. Instructions for completing electronic application.
  - d. Table and chair for application completion.
2. Supplied by the competitor:
  - a. All competitors must create a one-page resume. See “Resume Requirement” below for online submission guidelines. Competitors must also bring two hard copies of the resume, one each for the application and interview portions of the competition.
  - b. The competitor’s portfolio, which will be returned to the competitor after the interview.

## ARRANGEMENT OF ROOMS

1. An area will be set up for the competitors to assemble and wait their turns.
2. Application room will be set up with tables and chairs for the Personnel Manager for introductions, requesting application and for competitors to complete the application.
3. Interview room will be furnished with a table and chairs for the competitor and judges.

## RESUME REQUIREMENT

Competitors must create a one-page resume to submit online. SkillsUSA national competitors should submit their resume by June 1. The link for resume submission will be published on <http://updates.skillsusa.org> on May 1. Failure to submit a resume will result in a 10-point penalty.

Your resume must be saved as a PDF file type using file name format of “Last Name\_First Name.” For example, “Amanda Smith” would save her resume as Smith\_Amanda. If you need assistance with saving your file as a PDF, visit [the Adobe website](http://updates.skillsusa.org) for more information.

**Note:** Check the Competition Guidelines and/or the updates page on the SkillsUSA website at <http://updates.skillsusa.org>.

## **PROHIBITED DEVICES**

Cell phones or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

### **Penalties for Prohibited Devices**

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the SkillsUSA Championships director. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be canceled.

## **SCOPE OF THE COMPETITION**

The competition consists of:

1. Preparation and submission of a resume, completed at home. One digital copy submitted online prior to the competition (see “Resume Requirement” above for guidelines), one hard copy brought to the application portion of the competition, and one hard copy brought to the interview portion.
2. Preparation and submission of a portfolio, completed at home.
  - a. One hard copy of the portfolio to be presented at the competition, along with an electronic copy submitted prior to the competition.
  - b. The electronic copy must be submitted by June 1 or penalties will be applied. See electronic submission details in the Knowledge Performance section below.
3. Completion of an application at competition time. Thirty minutes is allowed (penalty applies for exceeding the 30-minute limit; refer to the Penalties section). Introduction (meet and greet) with the personnel manager is not included in the 30-minute limit, but competitors are judged on their meet and greet portion of the competition. Application will be completed in front of and timed by the personnel manager.

**Note:** A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.
4. The personnel manager will judge the application, resume, and the portfolio.
5. Participate in an in-depth interview with the two interviewers (judges), approximately 10-15 minutes. There will be two judges for the interview process. Judges will be given a copy of the résumé and the portfolio for their review prior to the interview. After review of the résumé and portfolio, the judges will interview the competitor by asking a series of five questions. Judges are allowed to use their own techniques for the interview.
6. Questions will be determined by the judges on the competition date.

## **ADVISORS**

1. Advisors or instructors must attend the orientation meeting with the competitor.
2. Eligibility letter is to be submitted online. Technical committee will verify the receipt. If uncertain of the online submission, bring a printed copy
3. Failure to follow these steps will result in a penalty against the competitor's score.
4. Portfolios must be brought to the orientation meeting by the competitor, or a penalty may apply.

## **KNOWLEDGE PERFORMANCE**

No written knowledge test is required for this competition. Competitors in this event are also exempt from the professional development test.

## **ONLINE SUBMISSION REQUIREMENTS**

Competitors must also submit electronic copies of the following items saved as PDFs (portable document format). Link for online submission will be posted on the competition updates webpage at: <http://updates.skillsusa.org>. The electronic copies must be received by June 1. Electronic submissions missing the deadline are subject to penalties. The electronically submitted portfolios will be judged prior to the competition.

1. Resume
2. Portfolio
3. Eligibility Letter

## **ORIENTATION**

The following are required at the orientation meeting or a penalty may apply. Refer to Penalties section below for more info.

1. Advisor must attend with the competitor.
2. Digital copies of the resume, portfolio and eligibility letter must have been submitted online by June 1.
3. SkillsUSA attire is required.

## **TIME LIMITS**

The competitor will be allowed 30 minutes to complete the application. The introduction (meet and greet) portion requesting the application is not included in the 30 minutes. A penalty will apply for more than 30 minutes spent completing the application.

The interview will last approximately 10 to 15 minutes. No penalties will be given for exceeding this time, as this portion of the competition is under the judges' control.

## **PENALTIES**

Penalties apply for the following:

1. No advisor attending the orientation: -10 points.
2. Missing eligibility letter at orientation: -10 points.

3. Attire incorrect on competition day: -10 points.
4. Resume not submitted online: -10 points.
5. Application time: -1 point for every minute, or fraction thereof, over 30 minutes.
6. No portfolio at orientation: -10 points.

## **RESUME**

Prepare resume for competition. Resume must include:

1. Name, address, phone number
2. Career objective
3. Education/training
4. Work experience, listing present employment first, along with specific responsibilities or tasks involved. Volunteering also may be included in work experience
5. Accomplishments, awards earned, certificates, involvement with school activities, civic organizations or clubs during school years
6. References

## **PORTFOLIO**

The portfolio is a collection of a competitor's abilities and accomplishments. A notebook or other type of binding may be used. The purpose of the portfolio is to provide another means for the interviewers to learn about the competitor. The portfolio should be created as a final product to be used in applying for future employment.

## **ORGANIZATION OF PORTFOLIO**

1. Title page — name, address, school, vocational goals or type of job desired
2. Table of contents
3. Vocational skills
4. Work experience
5. Activities: school, community, civic, religious
6. Publicity: copies of awards, newspaper articles, school paper articles, pictures, etc.
7. Pictures or copies of pictures, clippings from other media
8. Other: Any other items that reflect the student's abilities and accomplishments

*Note:* Pictures may be included throughout the portfolio.

## **PREPARATION FOR COMPLETING AN APPLICATION**

At home, competitors should practice completing various employment applications, using their reference cards if necessary. Practice using online or digital applications, as the applications will be completed on a computer. Much of the information in an application is similar to the resume. Typical information requested includes:

1. Type of employment desired: What do you want to do, or what job are you seeking?
2. Education and training
3. Memberships, clubs, community activity, school organizations (include membership in SkillsUSA)
4. Certifications or other awards

5. Work experience (include voluntary jobs)
6. References are to be included

## **PREPARATION FOR THE INTERVIEW**

In preparation for the interview portion, the competitors should:

1. Understand the importance of first impressions.
2. Practice proper introductions, including handshaking, clearly providing your name and purpose of the interview.
3. Practice informal conversation including:
  - a. Stating your objectives
  - b. Providing information about yourself
  - c. Making yourself understood by the interviewer
  - d. Listening skills to be sure you understand the question
  - e. Learning to ask for clarification if necessary
  - f. Answering questions completely
4. Practice expressing your abilities confidently.
5. Practice answering a variety of questions.

## **SKILLS PERFORMANCE**

This competition evaluates the understanding of the employment process a student will face in applying for positions in the occupational area for which he or she is training. The competition consists of two parts. The first is meeting the Personnel Manager and completing the employment application, and the second is the interview. The portfolio is to be submitted at the time of requesting the application from the Personnel Manager.

## **COMPETITION GUIDELINES**

1. Competitors shall apply for positions in keeping with their occupational objectives. In completing the résumé, employment application and portfolio, competitors will use their own name, address, school, employment and occupational information, etc. All information must be as accurate as possible.  
*Note:* One 3"x5" or 4"x6" note card with information to assist in completing the application may be used by the competitor.
2. When called from the assembly area, the competitor will approach the Personnel Manager as though applying for a job. Competitors will request an application, which will be completed within the time limit in front of the personnel manager.
3. Competitors will complete the application. The personnel manager will note the time the competitor begins. The times are entered on the scoring sheet. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction is 10 points).
4. Competitor will provide the personnel manager with a copy of their resume at the time of meeting.
5. The personnel manager will be handed the portfolio at the time of requesting the application unless the competitor needs to use it during application completion. Then the portfolio will

- be passed to the personnel manager when the application is completed. The Personnel Manager will judge the application, resume, and the portfolio.
6. After completing the application and returning it to the Personnel Manager, the competitor will return to the assembly waiting area.
  7. A technical committee member will present one copy of the résumé along with the portfolio to the interviewing judges for their perusal prior to the interview.
  8. From the assembly area, a technical committee member will inform the competitor which room to enter for the interview.
  9. The interview with the judges will be approximately 10 to 15 minutes. No penalty applies, as the time required is under the control of the judges.
  10. All competitors will be asked five questions. Three questions will be the same asked for each competitor, and two questions will be specific to the competitor's portfolio.
  11. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

## **STANDARDS AND COMPETENCIES**

### **EAP 1.0 – Prepare a one-page personal résumé.**

- 1.1. Design a personal layout and structure for the résumé.
- 1.2. List name, address, and phone numbers.
- 1.3. State a specific career objective.
- 1.4. List education and training information.
  - 1.4.1. Provide GPA if currently enrolled in school.
  - 1.4.2. Include areas of study.
  - 1.4.3. List any employment-related certifications or licenses.
  - 1.4.4. List any volunteer (nonpaid) employment.
  - 1.4.5. Identify the name and location of academic/training institutions.
- 1.5. Discuss work experience beginning with present employment.
- 1.6. Outline specific job responsibilities and transferable skills gained, in a bulleted format.
- 1.7. List organizational memberships, major accomplishments, awards, other notable accomplishments.
- 1.8. Edit resume for spelling, grammar and effective design.

### **EAP 2.0 – Complete an employment application that meets industry standards.**

- 2.1. Complete the employment application within the allotted time limit.
- 2.2. Be prepared with all needed information to complete the application; a 3"x5" or 4"x6" card may be used as a word bank.
- 2.3. Review employment application to ensure it is free of errors.
- 2.4. Complete application form legibly.

### **EAP 3.0 – Meet and greet Personnel Manager to meet industry standards.**

- 3.1. Greet Personnel Manager professionally.
- 3.2. Introduce oneself appropriately.

### **EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards.**

- 4.1. Introduce yourself professionally.
- 4.2. Display good posture and appropriate dress and grooming.

- 4.3. Demonstrate knowledge of position applying for and personal history.
- 4.4. Respond to questions from the interviewing judges.
- 4.5. Explain work and leadership experiences concisely when applicable.
- 4.6. Explain personal strengths and weaknesses if and when asked.
- 4.7. Discuss personal and professional short- and long-term goals, if requested.
- 4.8. Describe two accomplishments and personal satisfaction gained from each when applicable.
- 4.9. Explain personal qualifications and characteristics that will lead to professional success.
- 4.10. Describe the ideal job when applicable.

### **EAP 5.0 – SkillsUSA Framework.**

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. Please reference the graphic above, as you may be scored on specific elements applied to your project. For more, visit:

[www.skillsusa.org/about/skillsusa-framework/](http://www.skillsusa.org/about/skillsusa-framework/).



### **EAP 6.0 – Develop a Portfolio of accomplishments, skills, and achievements.**

- 6.1. Design portfolio to include Title page, Table of Contents
- 6.2. Include Vocational Skills, work experience
- 6.3. School, community civic, religious activities.
- 6.4. Include publicity, awards, newspaper articles, pictures, and so forth
- 6.5. Goal is to provide a representation of the person.

### **COMMITTEE IDENTIFIED ACADEMIC SKILLS**

The technical committee has identified that the following academic skills are embedded in this competition.

#### **Math Skills**

None Identified

#### **Science Skills**

None Identified

#### **Language Arts Skills**

- Provide information in conversations.
- Provide information through oral presentation.
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information.
- Organize and synthesize information for use in written and oral presentations.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing.
- Develop physical representation of oneself.



## **CONNECTIONS TO NATIONAL STANDARDS**

State-level academic curriculum specialists identified the following connections to national academic standards.

### **Math Standards**

None Identified

*Source: NCTM Principles and Standards for School Mathematics. For more information, visit: [www.nctm.org](http://www.nctm.org).*

### **Science Standards**

- Understands the scientific enterprise.

*Source: McREL compendium of national science standards. To view and search the compendium, visit: <http://www2.mcrel.org/compendium/browse.asp>.*

### **Language Arts Standards**

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and to communicate knowledge.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

*Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).*