

Employment Application Process State Contest Information

DATE, TIME and LOCATION The State SkillsUSA Employment Application Process contests will be held on **Sunday, April 24**, at the Hyatt Regency Tulsa in the Executive room at 12:00 noon.

PURPOSE

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

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 contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.

PROFESSIONAL DEVELOPMENT EXAM Employment Application Process contestants will take a Professional Development test online **March 15- April 7**. Check the website for more information regarding online testing.

CLOTHING REQUIREMENTS **For men:** Official red blazer, windbreaker-style jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes.

For women: Official red blazer, windbreaker style jacket or sweater; black dress slacks or skirt (knee length) with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, and black shoes.

SCOPE OF THE CONTEST

The contest consists of four parts:

1. Preparation and submission of a résumé — six copies will be required, completed at home.
2. Preparation and submission of a portfolio — one copy will be required, completed at home.
3. Complete an application at contest time — 30 minutes allowed (penalty for going over the 30-minute limit). Introduction portion is included in the 30-minute limit. Application will be completed in front of and timed by the Personnel Representative (judge). The Personnel Representative will evaluate the application and portfolio — see rating sheet.
4. Participate in an in-depth interview with the judges, approximately 15 minutes. There will be two judges for the interview process. Judges will be given the application, three copies 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 contestant by asking a series of questions. The judges are allowed to use their own techniques for interviewing, but all contestants will be asked the same questions, which the judges will determine before the start of the contest. Typical questions that may be asked are:

- a. What do you want to do for a job, your objective?
- b. Why do you want to work in this field or at this job?
- c. Why do you want to work for this company?
- d. What qualifications and skills do you have to do this job?
- e. What are some of your strengths?
- f. Can you provide two of your successes in this type of skill?

Résumé

Prepare six copies of a one-page, typewritten résumé for submission at the time of the contest. Included in the résumé must be:

1. Name, address, telephone number
2. Career objective
3. Education/training
4. Work experience, listing present employment first, along with specific responsibilities
5. Accomplishments and awards earned
6. Memberships, clubs, community organizations
7. Indication of references available upon request

Portfolio

The portfolio is a hard copy collection (notebook or other type of binding, not required to be a SkillsUSA notebook) of a student's abilities and accomplishments. The purpose of the portfolio is to provide another means for the employer to learn about the student (potential employee). The portfolio should be created as a final product to be used in applying for future employment. Items to include are:

1. Vocational skills, awards, accomplishments
2. Work experience
3. School, community and civic activities
4. Copies of awards, newspaper articles or other publicity
5. Any other items that reflect the student's abilities and accomplishments

Organization for 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. School, community and civic activities
6. Publicity
7. Other

Preparation for Completing an Application

At home, contestants should practice completing various employment applications. Practice printing legibly using ink. Much of the information in an application includes the same information as in the résumé. 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
4. Work experience
5. References upon request

Preparation for the Interview

In preparation for the interview portion, the contestants should:

1. Understand the importance of first impressions.
2. Practice proper introductions, including handshaking, clearly providing your name and purpose for being there.
3. Practice informal conversation including:
 - a. Stating your objectives
 - b. Providing information about yourself
 - c. Making yourself understood to 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

AWARDS CEREMONY Contest winners will be recognized at the Opening General Session on **Monday, 24**, at 7:00 p.m. in the Tulsa Convention Center Grand Hall. Official SkillsUSA attire is required! According to the SkillsUSA Championships Technical Standards - official clothing requirements are as follows: "*For men:* SkillsUSA official attire: Official red blazer or jacket, black dress slacks, white dress shirt, plain black tie with no pattern or SkillsUSA tie, black socks and black shoes. *For women:* Official red blazer or jacket, black dress slacks or skirt (knee length), with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, and black shoes."

Any contest winner who is not in official SkillsUSA attire will not be permitted on stage. The student will be escorted behind the stage to receive his or her medallion and awards.

Should additional information be needed, please call Emily Goff at 405-743-5143 or 405-919-9223 or e-mail her at emily.goff@careertech.ok.gov.