

EMPLOYMENT APPLICATION PROCESS Basic NYS



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 a career program service skill on the secondary level. Must provide the Basic Participant form stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. The eligibility form is to be presented to the contest chair at the contestant orientation meeting. No written Contest Test and no SkillsUSA knowledge (PDP) test is required.

CLOTHING REQUIREMENT

NYS Official attire for men: Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes.

NYS Official attire for women: Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend on to the lapels of the blazer; black sheer or skin-tone hose and black shoes, that are not backless or open toe.

Note: Contestants must wear their contest clothing to the contest orientation meeting.

Knowledge Performance

There is no written skills knowledge test required in this contest. The PDT will be given.

ORIENTATION

The following are required at the orientation meeting, or a penalty may apply. Refer to penalties section.

1. Eligibility form must be submitted
2. Resume must be submitted
3. Correct attire is required.

OBSERVER RULE

Observers will not be permitted to view the contest.

TIME LIMITS

The contestant will be allowed 30 minutes to complete the application at the contest time. The introduction portion is included in the 30 minutes. A penalty will apply for more than 30 minutes spent on the application.

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

Penalties

1. Eligibility form must be submitted – 1 pt
2. Resume must be submitted – 10 pts
3. Attire incorrect at orientation – 1 pt.
4. Attire incorrect at contest time – 0 to 5% of score.
5. Application time -1 pt. for every minute or fraction thereof over 30 minutes.

EQUIPMENT AND MATERIALS

1. Supplied by the NY chair/committee:
 - a. Judges
 - b. All necessary information for the judges
 - c. Employment application forms
 - d. Table and chair for application completion
2. Supplied by the contestant:
 - a) Six copies of his or her résumé, which will be kept by the judges.
 - b) Three for the preliminary contest and three for the call backs (if needed).
 - c) One copy of the contestant's portfolio, which will be returned to the contestant after the interview.
 - d) Pen for completing the employment application form

ARRANGEMENT OF ROOMS

1. Assembly Area: An area will be set up in which contestants will assemble to wait their turns.
2. Personnel Representative's Area: An area will be furnished with a desk and necessary tables and chairs where the contestants will complete their employment applications.
3. Interview room: A room will be furnished with a table and chairs for the contestant and interviewing judges.

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 will be required, completed at home.
3. Complete an application at contest time — 30 minutes will be allowed (penalty applies for exceeding the 30-minute limit). Introduction (meet and greet) is **not** included in the 30-minute limit, but contestants are judged. Application will be completed in front of and timed by the Personnel Manager (judge) or Assistant.

NOTE: A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.

4. The Personnel Manager (and/or Assistant) will evaluate the application and the portfolio. Refer to the Rating Sheets for specifics.
5. 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.
6. Typical questions that may be asked are:
 - a. What's your objective?
 - b. What about your future
 - c. What are your strengths?
 - d. What are your qualifications?

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 email address.
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 the school year.
6. References are to be included on a separate sheet.

Portfolio

The portfolio is a hard copy collection (notebook or other type of binding, not required to be a SkillsUSA notebook) of a contestant's abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers to learn about the student (potential employee). The portfolio should be created as a final product to

be used in applying for future employment

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. 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, contestants should practice completing various employment applications, using their reference cards if necessary.

Practice printing legibly, using blue or black ink. Much of the information in an application is the same 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 (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 contestants 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 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 so that the employer wants to hire you.

Skills Performance

This contest 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 contest 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.

Contest Guidelines

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the résumé, employment application and portfolio, contestants 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" notecard with information to assist in completing the application may be used by the contestant.

2. When called from the assembly area, the contestant will approach the Personnel Manager as though applying for a job. Contestants will be given an employment application to complete within 30 minutes in the presence of the Personnel Manager.
3. Contestants will complete the application. The Personnel Manager will note the time the contestant is handed the application and the time the completed application is returned. 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. The Personnel Manager will be handed the portfolio at the time of requesting the application. The Personnel Manager (or

- Assistant) will judge the application and the portfolio.
5. After completing the application and returning it to the Personnel Manager, the contestant will return to the assembly waiting area.
 6. 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.
 7. From the assembly area, a technical committee member will inform the contestant which room to enter for the interview.
 8. The interview with the judges will be approximately 10 to 20 minutes. No penalty applies as the time required is under the control of the judges.
 9. All contestants will be asked five questions. Three questions will be the same for each contestant and two will be about the contestant's portfolio.
 10. 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 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 résumé 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 self 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