NYS SkillsUSA Employment Application Virtual Project

Scope of the Contest
To evaluate contestants’ readiness for applying for employment in their occupational areas and understanding the process and procedures required.

Knowledge Performance
The contest will include a Resume, Employment Application, and Video Interview

See NYS SkillsUSA Virtual Technical Standards for competencies measured.

Contest Information (All items must be received by due date)

- **PDF Resume**
  - Upload one file with contestant’s one-page resumes. Link to upload, will be posted April 1st

- **Employment Application**: Complete the employment application. Upload completed application. Links for both will be posted by April 1st. Grammar, Spelling, and punctuation will be evaluated. The application will be available on Google Forms to complete;

- **Portfolio**
  - The portfolio is a digital collection of a contestant’s abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers to learn about the contestant (potential employee). The portfolio should be created as a final product to be used in applying for future employment. Link to upload, will be posted April 1st

- **Video Interview**
  - A link for video interview will be posted by April 1st. You should be dressed in your SkillsUSA attire for this session and will answer interview questions. That will be given to you beforehand.

Scoring Information
The following pre-submission items will be judged by industry professionals prior to virtual in-person Zoom session

1. Resume
2. Job Application
3. Portfolio
4. Video Interview

*The Basic Partition Form must filed to enter this contest.*
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.

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 at least 7 days in advance of the competition. The letter should be sent to Midge McCloskey at mmccloskey@nysskillsusa.org

CLOTHING REQUIREMENTS

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 the lapels of the blazer; black sheer or skin-tone hose and black shoes, that are not backless or open toe.

- Skirts must be at least knee-length.
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19.

ADVISORS
1. Advisors or instructors must be present during the contest.
2. The advisor is responsible for obtaining the eligibility letter from the school and submission to the technical committee.
3. Failure to follow these steps will result in a penalty against the contestant’s score.
4. Resume and application must be submitted in electronic copy.

Knowledge Performance
No written employability skills knowledge test is required for this contest.

Observer Rule
Observers are not permitted to review the contest.

Time Limits
The contestant will be allowed 30 minutes to complete the application.

The interview should last approximately 10 to 20 minutes. No penalties will be given for exceeding this time.

Penalties
Penalties apply for the following:
1. No advisor during the contest. -10 points
2. Missing eligibility letter at orientation. -10 points
3. Résumé not submitted.
4. Application time. -1 point for every minute, or fraction thereof, over 30 minutes
5. No portfolio -10 points

EQUIPMENT AND MATERIALS
1. Supplied by the technical committee:
   a. Judges
   b. All necessary information for the judges and technical committee
   c. Employment application forms
2. Supplied by the contestant:
   a. Pen(s) for completing the employment application form
   b. The contestant’s portfolio, which will be returned to the contestant after the interview
   c. Table and chair for application completion
   d. Computer with high-speed internet capability and camera to use applications such as Zoom and Teams, etc. The minimum recommended internet bandwidth speeds for joining Zoom meetings, accessing on-demand curriculum and other online operations is 2.0 Mbps up and down. You can test your current internet speeds by following this link: [https://www.speedtest.net](https://www.speedtest.net) Allow the page to load and click on GO.
   e. A secondary camera(s) may be required to provide judges with the ability to view contestants from different angles. Additional camera requirements will be located on the NYS SkillsUSA website
   f. A contest Proctor will be required to be on site to assist judges. A local industry expert is preferred to serve as the Proctor and shall not be an individual that has been involved with the training of the contestant(s). The Proctor will serve as the onsite “hands and eyes” for the judges. Proctor will follow instructions from the judges for safety and operations related to the competition. Proctor may be asked by judges to perform several tasks such as operating a portable camera to show specific components or steps, measure parts, or any task that will provide judges with information needed to assist in accurate scoring of the contestant’s work or presentation. However, the Proctor shall not serve as a judge nor have any influence in contestant scores.
   g. The contestant’s instructor or advisor shall be on site to observe all competition activities to ensure a safe and healthy competition experience for all participants. That instructor or advisor will not be allowed to interact or interfere with the competitor unless a safety issue arises that requires interaction. Any other support or interaction between the contestant and the instructor/advisor will result in disqualification.
   h. All competitors must create a one-page résumé and submit an electronic copy. Instructions for submission of the electronic résumé copy will be provided on the SkillsUSA website at [https://www.nysskillsusa.org](https://www.nysskillsusa.org)

**Scope of the Contest**

The contest consists of:
1. Preparation and submission of a résumé,
2. Preparation and submission of a portfolio,
3. Completion of an application at contest time.

Thirty minutes is allowed (penalty applies for exceeding the 30-minute limit; refer to the Penalties section. Application will be completed in front of and timed by the contest proctor

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

4. While the actual questions will be determined by the judges prior to the start of the contest, examples of types of questions that may be asked are:
   a. What’s your objective?
   b. What can you tell us about your future?
   c. What are your strengths?
   d. What are your qualifications?

**Résumé**

A résumé must be submitted

Included in the résumé must be:

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
Instructions for submission of the electronic résumé will be provided on the NYS SkillsUSA website at https://www.nysskillsusa.org.

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, 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 Video 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 and completing the employment application and the second is the interview.

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.

Check the SkillsUSA website for updates: https://www.nysskillsusa.org

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. List organizational memberships, major accomplishments, awards, other notable accomplishments.

1.7 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.
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: [http://www.skillsusa.org/about/skillsusa-framework/](http://www.skillsusa.org/about/skillsusa-framework/)