**Scope of the Contest**
The contest is conducted in three parts: Resume, completion of an employment application, and the interview.

**Knowledge Performance**
The contest will include a Resume, employment Application, and Interview.

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

- **Application**
  Upload attached application.

- **PDF Resume**
  Upload one file with all contestants’ one-page resume’s and application.

You will be sent a link by April 1, 2021 to send the application and resume to. They must be received by April 12, 2021.

**Zoom Interview/Role Play**
You will receive a specified date/time to participate in a virtual interview via Zoom with industry professionals. You should be dressed in your SkillsUSA attire for this session and will be asked questions about your SkillsUSA Framework Story and additional interview questions.
Job Interview (Virtual)

Purpose
To evaluate contestants understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

Eligibility
Open to active SkillsUSA members.

Contestant number must be visible at all times.

Clothing Requirements

Contest Clothing Notes (Apply ONLY to Virtual Competitions):
- Official NYS SkillsUSA Competition Clothing recommended but NOT required.
- Contestant clothing options include the following:
  - Official Competition Clothing.
  - Trade Appropriate Clothing.
  - Professional Dress.
  - Business Casual.
- Clothing must meet industry safety standards.
- No identification of the contestant, school or state is allowed on clothing.
- No offensive, vulgar or inappropriate images or text are allowed on contestants clothing.
- No shorts or sleeveless shirts are allowed.
- 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.

Observer Rule
No observers will be permitted to view the contest.

Equipment and Materials
1. Supplied by the technical committee:
   a. Employment application forms
   b. Timer
2. Supplied by the contestant:
   a. Computer for completing application form
   b. 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.
   c. A secondary camera(s) may be required to provide judges with the ability to view contestant’s from different angles. Additional camera requirements will be located on the SkillsUSA website at [http://updates.skillsusa.org](http://updates.skillsusa.org).
   d. 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 contestants work or presentation. However, the Proctor shall not serve as a judge nor have any influence in contestant scores.

e. The contestants 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.

f. All competitors must create a one-page résumé and submit an electronic copy to the technical committee chair by April 12, 2021. Failure to do so will result in a 10-point penalty. Instructions for submission of the electronic résumé copy will be provided.

**ARRANGEMENT OF ROOMS**

1. A Virtual Holding room: An area will be set up in which contestants will assemble to wait their turns.

2. A Virtual Interview room: A virtual room will be furnished for the contestant and interviewing committee of judges.

**SCOPE OF THE CONTEST**

**Knowledge Performance**

There is no written knowledge test required in this contest.

**Skills Performance**

This contest evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The contest consists of three parts. The first is the receptionists preliminary evaluation. The second portion is the completion of an employment application, and the third portion is an in-depth interview.

**Contest Guidelines**

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the personal résumé and employment application, contestants will use their own name, address, school, employment and occupational information. All information must be as accurate as possible.

2. Contestants will complete the application electronically. Information such as the following may be asked on the application:

   a. Employment desired
   b. Education
   c. Membership in civic, community or school organizations
   d. Former employers and work experience
   e. References
3. Electronic Résumé: The following information must be contained in the one-page résumé:
   a. Name, address and phone number
   b. Career objective
   c. Education and training
   d. Work experience beginning with present employment listing specific responsibilities
   e. Professional memberships, major accomplishments, awards earned
   f. References are to be on a separate page, not on the one-page résumé

4. The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.

5. All contestants in an interview group will be asked identical questions. Such questions might include the following but will be determined by the judges:
   a. What are your occupational objectives?
   b. What do you like most about this occupation?
   c. What are your hobbies?
   d. What would you like to be doing five years from now? Ten years?
   e. Why do you want to work for our company?
   f. What two accomplishments have given you the most satisfaction?
   g. What are your extracurricular activities?
   h. How would you describe your ideal job?
   i. What do you think determines a person’s progress within a company?
   j. What do you consider to be your outstanding job-related personal characteristics or strengths?
   k. What qualifications and characteristics do you have that make you feel you’ll succeed in your work?

6. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

Standards and Competencies

JI 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 number
   1.3 State a specific career objective
   1.4 List educational 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 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 and awards earned
   1.8 Edit résumé for spelling, grammar and effective design

JI 2.0 — Complete an employment application that meets industry standards
   2.1 Complete the employment application within allotted time limit
   2.2 Be prepared with all needed information to complete the application
   2.3 Review employment application to ensure it is free of errors Complete application form legibly
JI 4.0 — Complete a 10-minute job interview that meets industry standards

4.1 Professioally introduce yourself
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 four to six questions from the judging panel
4.5 Explain work and leadership experiences concisely when applicable
4.6 Explain personal strengths and weaknesses to the committee when applicable
4.7 Discuss personal and professional short- and long-term goals
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 your ideal job when applicable

JI 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/.

Resume Scoring Rubric

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information:</td>
<td>10</td>
</tr>
<tr>
<td>Name, address, city, state, zip, phone &amp; email</td>
<td></td>
</tr>
<tr>
<td>Skills: Workplace, Technical, Personal *See Framework</td>
<td>20</td>
</tr>
<tr>
<td>Education: High school, technical school, dual-enrollment</td>
<td>20</td>
</tr>
<tr>
<td>Employment: And/or volunteer work or list NA</td>
<td>10</td>
</tr>
<tr>
<td>Activities, Awards and Honors: Should include SkillsUSA membership/activities</td>
<td>20</td>
</tr>
<tr>
<td>References: Or references available upon request</td>
<td>10</td>
</tr>
<tr>
<td>Spelling, Punctuation &amp; Grammar</td>
<td>10</td>
</tr>
<tr>
<td>More than one page</td>
<td>-10</td>
</tr>
</tbody>
</table>
EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: ___________________________________________ DATE: ________________________
First                               Middle                               Last

ADDRESS: ____________________________________________
Street Address                      Apt/Suite
City                                 State                                Zip Code

E-MAIL: ___________________________________________ PHONE: ________________________

SOCIAL SECURITY NUMBER (SSN): ________________

DATE AVAILABLE: ________________________ DESIRED PAY: $__________ ☐ HOUR ☐ SALARY

POSITION APPLIED FOR: ________________________

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? ☐ YES ☐ NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☐ NO

*IF YES, WRITE THE START AND END DATES: ________________________

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☐ NO

*IF YES, PLEASE EXPLAIN: ________________________

EDUCATION

HIGH SCHOOL: ________________________ CITY / STATE: ________________________
FROM: ________________________ TO: ________________________
GRADUATE? ☐ YES ☐ NO DIPLOMA: ________________________

COLLEGE: ________________________ CITY / STATE: ________________________
FROM: ________________________ TO: ________________________
GRADUATE? ☐ YES ☐ NO DEGREE: ________________________

OTHER: ________________________ CITY / STATE: ________________________
FROM: ______________________ TO: ______________________

DEGREE/CERTIFICATION: ______________________

OTHER: ______________________ CITY / STATE: ______________________

FROM: ______________________ TO: ______________________

DEGREE/CERTIFICATION: ______________________

_____________________________

PREVIOUS EMPLOYMENT

EMPLOYER 1: 

Company / Individual

E-MAIL: ______________________ PHONE: ______________________

ADDRESS:

Street Address           Apt/Suite

City                     State                   Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: ______________________ TO: ______________________

REASON FOR LEAVING: _______________________________________________________

EMPLOYER 2: 

Company / Individual

E-MAIL: ______________________ PHONE: ______________________

ADDRESS:

Street Address           Apt/Suite

City                     State                   Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: ______________________ TO: ______________________

REASON FOR LEAVING: _______________________________________________________

EMPLOYER 3: 

Company / Individual

E-MAIL: ______________________ PHONE: ______________________

ADDRESS:

Street Address           Apt/Suite

City                     State                   Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: ______________________ TO: ______________________

REASON FOR LEAVING: _______________________________________________________

Page 2 of 4
E-MAIL: __________________________ PHONE: __________________________

ADDRESS:
Street Address
Apt/Suite
City State Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: ______________________________________________________

FROM: ______________________ TO: ______________________

REASON FOR LEAVING: ______________________________________________________

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: __________________________ RELATIONSHIP: ______________
First Last

COMPANY: __________________________ TITLE: __________________________

E-MAIL: __________________________ PHONE: __________________________

FULL NAME: __________________________ RELATIONSHIP: ______________
First Last

COMPANY: __________________________ TITLE: __________________________

E-MAIL: __________________________ PHONE: __________________________

FULL NAME: __________________________ RELATIONSHIP: ______________
First Last

COMPANY: __________________________ TITLE: __________________________

E-MAIL: __________________________ PHONE: __________________________

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☐ NO

BRANCH: __________________________ RANK AT DISCHARGE: __________________________

FROM: __________________________ TO: __________________________
TYPE OF DISCHARGE: _________________________

IF NOT HONORABLE, PLEASE EXPLAIN: ________________________________

____________________________________________________

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? ☐ YES ☐ NO

____________________________________________________

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE ___________________________ DATE ___________________________

PRINT NAME ___________________________