LEVEL UP 2026 - 2027

NYS SkillsUSA

EMPLOYMENT APPLICATION PROCESS

PURPOSE

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

ELIGIBILITY

Open to active NYS SkillsUSA members enrolled in a career program service skill on the secondary level. Must provide the Basic Participator 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 Basic 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 REQUIREMENTS

NYS SkillsUSA Official Attire:

- Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black or red Jacket from Nationals.
- Button up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel of the outer layer coats
- Black dress slacks or black dress skirt (knee- length). 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.
- Black shoes, that are not backless or open toe.

Note: **Contestants must wear their contest clothing to the contest orientation meeting. Also bring #2 pencil, resume, safety assurance form, and basic form.**

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. Competitors must bring two hard copies of their 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. The 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. The interview room will be furnished with a table and chairs for the competitor and judges.

RESUME REQUIREMENT

All competitors must create a one-page résumé and submit a hard copy at orientation. Failure to do so will result in a 10-point penalty. Note: Your resume may be judged as part of your contest. Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA Web site: https://www.nysskillsusa.org

DEVICES

Cell phones or other electronic devices not approved by the NYS Chairperson will be collected by the contest chair during the competition. Chairpersons will announce their acceptance by listing it on their standard or at the orientation meeting. In case of emergencies advisors should allow the competitors to take their phones to the contest areas.

If the competitor uses their device in a manner which compromises the integrity of the competition, the competitor's score may be penalized.

ORIENTATION

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

1. Safety form will be collected
2. Basic form will be collected
3. Resumes will be collected.
4. SkillsUSA NYS Official attire is required.
5. NLSC form with student information should be in their name badges with their competition numbers displayed.
6. Portfolios will be collected at orientation. Competitors must retrieve their Portfolio from the display room as stated in the program.

SCOPE OF THE COMPETITION

The competition consists of:

1. Preparation and submission of a resume, completed at home. 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,
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 help complete the application.
4. Participate in an in-depth interview with the two interviewers (judges), 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 reviewing the résumé and portfolio, the judges will interview the competitor by asking a series of five questions. Judges can use their own techniques for the interview.
5. Questions will be determined by the judges on the competition date.

KNOWLEDGE PERFORMANCE

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

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 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. Missing Basic Form at orientation: -10 points.
2. Attire incorrect on competition day: -10 points.
3. Resume missing: -10 points.
4. Application time: -1 point for every minute, or fraction thereof, over 30 minutes.
5. 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 like 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 when 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. The competitor will give the personnel manager a copy of their resume at the 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. After completing the application and returning it to the Personnel Manager, the competitor 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 competitor which room to enter for the interview.
8. The interview with the judges will be 10 to 15 minutes. No penalty applies, as the time required is under the control of the judges.
9. 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.
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 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, and 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 the information needed 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 a 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 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/.

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. The goal is to provide a representation of the person.