LEVEL UP 2026 - 2027

NYS SkillsUSA



Email a PDF of the Job Portfolio to kweston@nysskillsusa.org by April 1, 2027. Late submissions or failure to send a submission will result in a penalty.

PURPOSE

To evaluate competitors' 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.

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, and safety assurance form.

OBSERVER RULE

No observers will be permitted to view the competition.

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
   a. Employment application forms.
   b. Timer.
2. Supplied by the competitor:
   a. All competitors must create a one-page resume. See "Resume Requirement" below for guidelines.
   b. Competitors must also provide six hard copies of a one-page, typewritten personal resume for the performance portion of the competition. (One set of three for a preliminary* and one set of three for the final competition)
   c. Employment Portfolio
   d. Pen

Note: A preliminary round will be conducted only when registrations exceed the capacity of the contest room(s). If conducted, the preliminary round will serve as an eliminator and a finals competition will be conducted.

ARRANGEMENT OF ROOMS

1. Receptionist's area: An area will be furnished with a receptionist's desk and necessary tables and chairs at which competitors will complete their employment applications.
2. Interview room: A room will be furnished with a table and chairs for the competitor and interviewing committee.

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.

SCOPE OF THE COMPETITION

KNOWLEDGE PERFORMANCE

There is no written knowledge test required in this competition. Competitors are required to take the SkillsUSA professional development test at orientation. Please bring a number 2 pencil.

SKILLS PERFORMANCE

This competition 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 competition consists of three parts. The first is the receptionist's preliminary evaluation. The second portion is the completion of an employment application, and the third portion is an in-depth interview.

COMPETITION GUIDELINES

1. Competitors shall apply for positions in keeping with their occupational objectives.
2. In completing the personal resume and employment application, competitors will use their own name, address, school, employment, and occupational information. All information must be as accurate as possible.
3. The receptionist will serve as a judge.
4. When called, the competitor will approach the receptionist as though applying for a job in the occupational area consistent with the competitor's training program. Competitors will be given an employment application to complete within 30 minutes in the receptionist's presence.
   Competitors will complete the application. The receptionist will note the time the competitor is provided with the application and the time the application is completed. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points). Information such as the following may be asked on the application:
   a.
   b. Employment desired.
   c. Education.
   d. Membership in civic, community or school
   e.
5. The receptionist will receive the completed application along with the competitor's portfolio and three copies of a one-page, typewritten resume prepared in advance and supplied by the competitors.
6. The following describes the Employment Portfolio component: The portfolio is a hard-copy collection (notebook or other type of binding, not required to be a SkillsUSA notebook) of a competitor's abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers to learn about the competitor (potential employee). The portfolio should be created as a final product to be used in applying for future employment.

a. Title page — name, address, school, vocational goals, or type of job desired
b. Table of Contents
c. Career Technical skills
d. Resume and Career Objectives: Prepare a current resume. The student should include a written statement describing his or her career objective and plans to achieve that objective and competencies that have been mastered. All competitors must also submit a hard copy of the resume to the technical committee chair at orientation.
e. References: Letters of reference from teachers, mentors, supervisors, employers, or others who can verify the student's skill ability (limit of three references).
f. Awards and Recognition Include copies of certificates, documentation of leadership activities, news articles and supporting material to serve as proof of the student's achievements. Reflect the highest level of achievement.
g. Work Sample Documentation Summary of work site experiences pertaining to chosen occupations. Students should distinguish project documentation that is a result of school-based learning versus work-based learning. Work experience can be supported with photographs as appropriate.
h. Community Service List of activities conducted that provided a benefit to the community. This section should demonstrate excellence and professionalism in the area of community service.
i. Membership and Affiliations List of organizations and community groups in which the student is actively involved.
j. Other: Any other items that reflect the student's abilities and accomplishments (newspaper articles, clippings from other media, acknowledgements, etc.).

7. The following information must also be contained in the one-page resume:
   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 resume.
8. After the receptionist evaluates the application, a technical committee member will present the competitor's portfolio and three copies of the personal resume to the interviewing committee (judges).
9. After the judges review the personal resume and portfolio, a technical committee member will direct the competitor to the judges for the interview.
10. The interview with the judges will be approximately 10-15 minutes. This will allow adequate time for four to six questions.
11. All competitors 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 will succeed in your work?

12. 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 — NEW*: Create a portfolio notebook that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee

1.1. Write a title page that includes the competitor's name, school, grade, training program.
1.2. List each section and corresponding page numbers in a table of contents.
1.3. Include all components as identified by the technical committee.

JI 2.0 — Prepare a one-page personal resume.

PLEASE UPLOAD THE RESUME TO THE SMART SHEET LINK BELOW BY MONDAY, APRIL 15, 2025.

https://app.smartsheet.com/b/form/58480cba8fca453dbd7d48fe05893b7e

2.1. Design a personal layout and structure for the resume.
2.2. List name, address, and phone number.
2.3. State a specific career objective.
2.4. List educational and training information.
  2.4.1. Include areas of study.
  2.4.2. List any employment-related certifications or licenses.
  2.4.3. Identify the name and location of academic/training institutions.
2.5. Discuss work experience beginning with present employment.
2.6. Outline specific job responsibilities and transferable skills gained, in a bulleted format.
2.7. List organizational memberships, major accomplishments and awards earned.
2.8. Edit resume for spelling, grammar, and effective design.

JI 3.0 — Complete an employment application that meets industry standards.

3.1. Complete the employment application within the allotted time limit.
3.2. Be prepared with all the information to complete the application.
3.3. Review employment applications to ensure it is free of errors.
3.4. Complete application form legibly.

JI 4.0 — Meet and greet receptionist to meet industry standards.

4.1. Greet receptionist professionally.
4.2. Introduce oneself to the receptionist.

JI 5.0 — Complete a job interview that meets industry standards.

5.1. Professionally introduce yourself.
5.2. Display good posture and appropriate dress and grooming.
5.3. Demonstrate knowledge of position applying for and personal history.
5.4. Respond to four to six questions from the judging panel.
5.5. Explain work and leadership experiences concisely when applicable.
5.6. Explain personal strengths and weaknesses to the committee when applicable.
5.7. Discuss personal and professional short- and long-term goals.
5.8. Describe two accomplishments and personal satisfaction gained from each when applicable.
5.9. Explain personal qualifications and characteristics that will lead to professional success.
5.10. Describe your ideal job when applicable.