

STATE ONLY EVENT

**2004 KENTUCKY LEADERSHIP MEETING
FCCLA STAR EVENTS PARTICIPANTS
JOB INTERVIEW
SENIOR CATEGORY-MODIFIED**

All information **MUST** be typed..

Participant Information: One entry per chapter. One individual, grades 10-12.

Participant's name _____

Mailing address _____

City/State/Zip _____

Phone (_____) _____ Grade level in school (2003-2004) _____

Title of job applying for _____

Adviser's name _____

School _____

School address _____

City/State/Zip _____

Mailing address _____

City/State/Zip _____

School Phone (_____) _____ Home Phone (_____) _____

E-Mail Address _____



Special Needs: _____

Does the student have an IEP on file?

Yes _____ No _____

I certify that the above member has met all the specifications in the event guidelines and is eligible to participate.

Chapter

Chapter Adviser Signature

STAR EVENTS
JOB INTERVIEW-MODIFIED-EVENT

STATE ONLY

The Modified Job Interview is designed to allow an individual with an IEP on file the opportunity to demonstrate the ability to complete a job application form, participate in an interview, and communicate their personal understanding of and ability to perform related job requirements that show how Family and Consumer Sciences courses

EVENT CATEGORY

Special Needs Students: EMH Students in grades 9-12.

ELIGIBILITY

1. An affiliated chapter may submit one entry at the regional level.
2. Each region may submit one entry in each category to state competition.

CRITERIA FOR EVALUATION

The job interview will be evaluated on the following:

- Interview (70 points)
- Information folder/portfolio (30 points)

PROCEDURES

1. Participants are to use correct names and factual information throughout the application process and interview. All materials prepared prior to the event should be typed or printed by the student.
2. Information folders/portfolios are to be turned in to the Events Chairperson the day of the event unless otherwise directed.
3. The participant will complete an employment application form in ink before the interview. Resources, such as a copy of a resume', dictionary, and reference cards may be used to complete the application.
4. A scheduled time for the application completion and interview times will be sent/given to the participant.
5. The receptionist will record the time taken to complete the application form. A **maximum of 20 minutes** is allowed.
6. The completed application form will be given to the judges prior to the interview to be scored.
7. The participant should check-in with the receptionist **ten minutes** before time for the interview. Failure to be on time for the interview could result in disqualification.
8. The receptionist will introduce the participant to the judges at the scheduled time for the interview.
9. The judges will conduct an interview of **not more than ten minutes**. The judges may ask any questions pertaining to the employment application.
10. There may be no observers in this event.

FACILITIES REQUIRED

- Two rooms are required for the Job Interview Modified Event; a room for the receptionist, and a room which the judges interview the participants.
- The room for the receptionist should be furnished with a desk for the receptionist and a table and chair where the participants may complete the job applications. A clock should be provided.
- The room in which the interview takes place should be furnished with a table and chairs for the judges, one participant, and the event chairperson.
- A calculator would be helpful for judges to add their scores.

REGULATIONS

1. Participants shall apply for a position requiring a background in Family and Consumer Sciences (e.g. Child Development, Culinary Arts, Textile and Apparel, etc.)
2. The modified event category is SENIOR DIVISION (grades 10-12)
3. All positions should be ones for which the student is presently qualified. In the letter of application and during the interview, future goals may be brought out.
4. One complete folder/portfolio should be prepared that includes:
 - Job specification sheet: name of firm or employer, company size, job title, short job description, hours, wages, typically offered for this job
 - Resume'
 - Letter of application (typed): addressed to firm indicated in job specification sheet
 - Two letters of recommendation: one from a school official, counselor, or teacher; one from an employer or other source (not a relative)
 - Sample of student's work (portfolio writing, project, etc.)
5. All materials submitted must be the work of the student.
6. Participants must complete the application for employment in the presence of the receptionist. Resources such as a copy of the resume', dictionary, and reference cards may be used in completing the application. A previously filled out application form may not be used.
7. The application form will ask for the following information:
 - Personal information: name, address, social security number
 - Education: name, address of schools attended, dates of attendance, extracurricular activities
 - Former employment: date of employment, names and addresses of employers, salary, reasons for leaving
 - References: the same people included in the information folder including their titles and addresses and phone numbers
 - Information about the job desired including salary expected

MATERIALS AND INFORMATION REQUIRED BY THE STUDENT

- ____ 1. Completed event application form.
- ____ 2. One information folder/portfolio including:
 - Job specification sheet
 - Resume'
 - Letter of Application: addressed to firm indicated on job specification sheet
 - Two letters of recommendation
- ____ 3. Ink or ballpoint pen to be used in completing application.
- ____ 4. Dress in appropriate attire for interview.
- ____ 5. A copy of your resume, dictionary, and reference cards may be used to complete the application.
- ____ 6. No resources or materials except a pen may be brought for the interview.

MATERIALS OR EQUIPMENT TO BE PROVIDED BY EVENT CHAIRPERSON

- ____ 1. Two rooms
 - ____ One for receptionist with desk, table, and chairs.
 - ____ One for interview with table and chairs for judges, one chair for participant, and one for chairperson
 - ____ Clock or watch
 - ____ Blank application forms
- ____ 2. Judges' Information Folders
 - ____ General instruction for Judges
 - ____ Copy of rating sheet for each participant
 - ____ Procedures for Job Interview Modified Event
 - ____ Sample questions to ask participants
- ____ 3. Folder for event chairperson
 - ____ Name tags for chairperson, timekeeper, door monitor, judges and receptionist.
 - ____ Signs and stopwatch for timekeeper
 - ____ Timekeeper's chart
 - ____ Rating sheets
 - ____ Summary of Participants Sheet
 - ____ Judges' Master Decision Sheet
 - ____ "Job Application" forms for the receptionist to give each contestant
 - ____ Calculator

STAR EVENTS MODIFIED JOB INTERVIEW RATING SHEET

Name _____ Chapter _____

CATEGORY: Senior

Instructions: Write in the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help participants know where they did well or needed improvement.

EVALUATION CRITERIA	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	SCORE	COMMENTS
1. INTERVIEW							
Appropriate attire	1	2	3	4	5		
Neatly groomed, good posture	1-2	3-4	5-6	7-8	9-10		
Friendly, poised personality	1-3	4-6	7-9	10-12	13-15		
Job Knowledge	1-3	4-6	7-9	10-12	13-15		
Job Qualifications	1	2	3	4	5		
2. INFORMATION FOLDER/PORTFOLIO							
Job specification sheet complete	1	2	3	4	5		
Resume' complete and appropriate	1-2	3-4	5-6	7-8	9-10		
Well-written letter of application	1	2	3	4	5		
Appropriate letters of recommendation	1	2	3	4	5		
Presented neatly and professionally	1-2	3-4	5-6	7-8	9-10		
3. APPLICATION FORM							
Form complete	1-2	3-4	5-6	7-8	9-10		
Neatness, legibility, grammar	1	2	3	4	5		
POINT DEDUCTIONS							
Reason for deduction							
TOTAL SCORE							