Kentucky Modified Job Interview

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- Modified Grades 10-12 with an IEP on file.

Standards Alignments

See STAR Events Resources Page for detailed event alignment information to national educational initiatives and standards.

PROCEDURES & TIME REQUIREMENTS

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. Participant will submit 3 copies of a hardcopy *resume, and an online application,* in a file folder to the event room consultant at the designated participation time.
3. Room consultants and evaluators will have 10 minutes to preview the *portfolio* (*hardcopy* or *electronic*) during participant set up time. The participant must make the *electronic portfolio* accessible to evaluators.
4. The judges will conduct an interview of not more but **may be up to** 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes. The judges may ask any questions pertaining to the employment application and resume.
5. Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

ELIGIBILITY & GENERAL INFORMATION

1. A table will be provided. Participants must bring all other necessary supplies and/or equipment. Wall space will not be available.
2. **Access to an electrical outlet will not be provided.** Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.

Facilities Required

- 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 the 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, textiles and apparel, etc.)
2. The modified event category is for 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 should be prepared that includes:
- FCCLA Planning Process Summary Sheet one page
- 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 recommendations: one from a school official, counselor, or teacher and one from an employer or other source (not a relative)
- Sample of student's work (writing, project etc.)
5. All materials submitted must be the work of the student.
6. Teachers must complete the event application form for verification and emergency numbers.

February 28, 2020
<u>Materials and information required by the student</u>

_____1. Completed event application form.

_____ 2. One information folder including:

- FCCLA Planning Process Summary Sheet
- Job Specification Sheet
- Resume
- Letter of Application: addressed to firm indicated on job specification sheet
- Two letters of recommendation
- Job Application

_____3. Dress in appropriate attire for interview

_____4. No resources or materials except a pen may be brought for the interview

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KY Modified Job Interview Rating Sheet

Name_____ **Chapter**_____

Category: Modified (10-12)

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

File Folder

	1	2	3	4	5	
FCCLA Planning Process Summary Page 0–5 points	Inadequate steps in the Planning Process are presented	All Planning Process steps are presented but not summarized	All Planning Process steps are summarized	Evidence that the Planning Process was utilized to plan project	The Planning Process is used to plan the project. Each step is fully explained	
Job specification sheet completed 0–10 points	1 2 Vaguely referred to but incomplete evidence	3 4 Some evidence of self-assessment	5 6 Explained somewhat, but not documented sources of self-assessment	7 8 Documented resources used for self-assessment	9 10 Documented variety of resources used, described role of self-assessment in selection of career	
Letter of Application 0–10 points	1 2 Some research done but incomplete information	3 4 Research is current but from unreliable sources	5 6 Research is current but only partially describes job description	7 8 Research is current, appropriate for topic; from reliable sources	9 10 Research is current, from reliable sources, documented correctly, and appropriate for topic	
Work Experiences from Resume 0–5 points	1-2 Limited samples are provided	3-4 Limited experiences were undertaken	5-6 Few experiences explained; little variety of experiences	7-8 Good variety of experiences and of value to the career choice selected	9-10 Wide variety of valuable experiences and documentation is clear and easy to understand	
Samples of School Work 0–5 points	1-2 Limited number of samples provided	3-4 Limited samples of FCS or academic coursework	5-6 Samples of FCS and academic coursework are provided	7-8 Explanation and documented evidence of how school work will be used be in selected career	9-10 School work is explained thoroughly as to how it will be used in selected career	

	1		2		3	
Letters of Recommendation 0–3 points	Letters are incomplete, not current, or not reliable for project		Has 2 letters of recommendation		Complete letters of recommendations	
Appearance 0–3 points	Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly		Portfolio is neat, legible, and professional, with correct grammar and spelling		Neat, legible, professional, correct grammar and spelling used with effective organization of information	

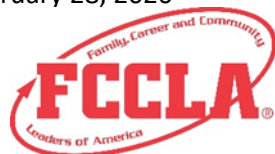| Interview						
Organization/ Delivery 0 – 10 points	**0** Presentation is not done or presented briefly and does not cover components of the project	**1 2** Presentation covers some topic elements	**3 4** Presentation covers all topic elements but with minimal information	**5 6** Presentation gives complete information but does not explain the project well	**7 8** Presentation covers information completely but does not flow well	**9 10** Presentation covers all relevant information with a seamless and logical delivery
Knowledge of Selected Career 0-5 points	**0-1** Little evidence of career knowledge	**2-3** Minimal evidence of career knowledge	**4-5** Some evidence of career knowledge	**6-7** Knowledge of career is evident but not effectively used in presentation	**8-9** Knowledge of career is evident and shared at times in the presentation	**10** Knowledge of career is evident and incorporated throughout the presentation
Relationship of Family and Consumer Sciences Coursework, Standards and work Experience 0-5 points	**0** No evidence of relationship between career and FCS	**1** Minimal evidence of career knowledge and FCS coursework relationship	**2** Some knowledge of relationship of career and FCS coursework	**3** Knowledge of career and FCS coursework but not shared	**4** Knowledge of career and relationship to FCS is evident and shared	**5** Knowledge of career and FCS relationship is evident and explained well
Voice – pitch, tempo, volume 0-3 points	**0** Voice qualities not used effectively	**1** Voice quality is adequate		**2** Voice quality is good, but could improve		**3** Voice quality is outstanding and pleasing
Body Language/ Clothing Choice 0-3 points	**0** Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	**1** Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate		**2** Gestures, posture, mannerisms, eye contact, and clothing are appropriate		**3** Gestures, posture, mannerisms, eye contact, and clothing enhance presentation
Grammar/Word Usage/ Pronunciation 0-3 points	**0** Extensive (more than 5) grammatical and pronunciation errors	**1** Some (3-5) grammatical and pronunciation errors		**2** Few (1-2) grammatical and pronunciation errors		**3** Presentation has no grammatical or pronunciation errors
Responses to Evaluators' Questions 0-5 points	**0** Did not answer evaluators' questions	**1** Unable to answer some questions	**2** Responded to all questions but without ease or accuracy	**3** Responded adequately to all questions	**4** Gave appropriate responses to evaluators' questions	**5** Responses to questions were appropriate and given without hesitation

Evaluator's Comments:

TOTAL

(90 points possible)

Evaluator # _____

Evaluation Initial _____

Room Consultant Initial _____

February 28, 2020

STAR Events Point Summary Form
KY Modified JOB INTERVIEW

FCCLA Family, Career and Community Leaders of America®

Name of Participant _____

Chapter_____ State_____ Team #_____ Station #_____ Category_____

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show "across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before student presentation, the room consultants must check participants' portfolio using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Event Online Application completed 0 *or* 2 points	**0** Official documentation not provided at presentation time or signed by adviser	**2** Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0–1 point or	**0** 3 copies of portfolio information is not in folder	**1** 3 copies of portfolio information is in one folder	
Portfolio Information 0–3 points	**0** Portfolio exceeds the page limit	**1** **2** **3** **2 or more errors** **1 error** **no errors** Information folder contains correctly, including: • 1 Job specification sheet • Resume • 1 Planning Process summary page • Letter of Application • 2 Letters of Recommendations	
Punctuality 0–1 point	**0** Participant was late for presentation	**1** Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1_____   Initials _____

Evaluator 2_____   Initials _____

Evaluator 3_____   Initials _____

Total Score_____   divided by number of evaluators

_____   **= AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL
(10 points possible)

AVERAGE EVALUATOR SCORE
(90 points possible)   _ _ . _ _

FINAL SCORE
(Average Evaluator Score plus Room Consultant Total)   _ _ . _ _

RATING ACHIEVED (circle one)   **Gold:** 90-100   **Silver:** 70-89.99   **Bronze:** 1-69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1_____   Evaluator 2_____   Evaluator 3_____   Adult Room Consultant_____   Event Lead Consultant_____