



APPLICATION



## EMPLOYMENT APPLICATION PROCESS

APPLICATION



SkillsUSA Championships Technical Standards

### PURPOSE

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

### ELIGIBILITY

Open to active SkillsUSA members enrolled in career and technical education programs with entry-level job skills as an occupational objective. Each state may send one high school and one college/postsecondary entry.

#### **Eligibility letter**

A letter from an appropriate school official on school letterhead stating that the competitor is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on release of this information may submit a letter of eligibility that simply states, "I certify that [student's name] meets the eligibility requirements for the SkillsUSA Employment Application Process." The letter must be signed by the school official, who must also include his or her title.

#### **Certification letter**

A letter of certification is required on school letterhead and signed by a school administrator (principal, school counselor, special needs director, etc.) that certifies the portfolio has been developed and created by the student. The letter simply needs to state: "I certify that the portfolio has been developed and created by the student [name of student] per requirements of the SkillsUSA Championship Technical Standards."

*Note:* Guidance and instruction may be provided by the advisor/instructors in how to use applications, such as formatting programs in the execution of the portfolio and/or resume.

Both the eligibility letter and the certification letter must be submitted online to the technical committee prior to the established deadline.

## CLOTHING REQUIREMENTS

### **Class A: SkillsUSA Official Attire**

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

*Note:* The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

*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.

These regulations refer to clothing items that are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 1-888-501-2183.

*Note:* Competitors must wear their official competition clothing to the competition orientation meeting.

## OBSERVER RULE

Competition is closed to observers.

1. If approved by the technical committee, advisors may be permitted in the competition area.
2. Advisors are not allowed to talk or gesture to competitors.
3. Judges may penalize competitors who receive assistance from advisors.
4. No videos, pictures, or note-taking during the competition. All electronics must be turned off.
5. Advisors may not enter or exit while the competitors are presenting.
6. Any judge, timekeeper, or doorkeeper has the right to ask an advisor to leave if they are perceived to be a distraction.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. All necessary information for the judges and technical committee.
  - b. Instructions for completing electronic application.
2. Supplied by the competitor:
  - a. All competitors must create a resume per competition guidelines. See “Online Submission Requirements” below for online submission guidelines. Competitors must also bring two hard copies of their resume, one each for the application and interview portions of the competition.
  - b. Hard copy of the portfolio brought to the orientation meeting by the competitor.
  - c. Online submission of a digital copy of the eligibility, certification letters and the portfolio (advisors and/or support staff can assist with letters and submission process).
  - d. Backup of digital files saved on a USB flash drive in case of technical difficulties. (Backup files will include copies of the online submission files: digital copy of resume, portfolio and two letters.)
  - e. A digital copy of the portfolio must be turned in by a deadline and method provided in the state competition updates page.

## ARRANGEMENT OF COMPETITIVE SPACE

1. Application room will be set up with tables and chairs for competitors and the personnel manager to conduct introductions, requesting application information and for competitors to complete the application.
2. Interview room will be furnished with a table and chairs for the competitor and judges.

## ONLINE SUBMISSION REQUIREMENTS

SkillsUSA national competitors should submit electronic documents by the deadline published on the state competition updates web page. Failure to submit any of the required documents will result in a penalty.

1. Competition-specific resume
2. Eligibility letter
3. Certification letter
4. Digital copy of portfolio contents

Submissions must be saved as a PDF file type using the file name format of “Last Name\_First Name\_Document.” For example, “Amanda Smith” would save her submissions as:

- Smith\_Amanda\_Resume
- Smith\_Amanda\_Eligibility
- Smith\_Amanda\_Certification
- Smith\_Amanda\_Portfolio

If you need assistance with saving your file as a PDF, visit [the Adobe website](#) for more information.

## PROHIBITED DEVICES

Cellphones, electronic watches and/or other electronic devices not approved by a competition's national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

### Penalties for Prohibited Devices

If a competitor's electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor's scores may be removed.

## SCOPE OF THE COMPETITION

The competition consists of:

1. Preparation and submission of a resume. The resume for the competition may have multiple pages and must include references.
  - a. Electronic copy must be submitted prior to the competition by the deadline published on competition updates web page.
2. Two hard copies of the resume must be brought to the competition for the interview and application portions of the competition. Preparation and submission of a portfolio.
  - a. One hard copy of the portfolio to be presented at the competition, along with an electronic copy submitted prior to the competition.
  - b. The electronic copy must be submitted by the deadline published on competition updates web page or penalties may be applied.
3. Completion of an application. 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 will be judged on the meet and greet portion of the competition. Application will be completed on a computer to simulate real-life scenarios in front of and timed by the personnel manager.  
**Note:** A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.
4. The personnel manager will judge the introduction, application, and the resume.
5. Participation in an interview with the two interviewers (judges), lasting approximately 10-15 minutes. Judges will be given a copy of the resume and the portfolio for their review prior to the interview. Then, the judges will interview the competitor by asking a series of questions. Judges are allowed to use their own techniques for the interview.
6. Questions will be determined by the judges on the competition date.

## **ADVISORS**

1. Advisors or instructors must attend the orientation meeting with the competitor.
2. Eligibility letter and certification letter are to be submitted online. Hard copies may be brought as backups, but a penalty may be assessed if the letters are not submitted electronically by the established deadline.
3. Failure to follow these steps may result in a penalty against the competitor's score.

## **KNOWLEDGE PERFORMANCE**

No written knowledge test is required for this competition. Competitors in this event are also exempt from the SkillsUSA Professional Development Test.

## **ORIENTATION**

The following are required at the orientation meeting or a penalty may apply. Refer to the penalties section below for more information.

1. Advisor must attend with the competitor.
2. Resume and portfolios are required at the orientation and during the competition
3. SkillsUSA attire is required at orientation.

## **TIME LIMITS**

The personnel manager will note the time the competitor is provided 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). The introduction (meet and greet) portion requesting the application is not included in the 30 minutes.

The interview will last approximately 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. Eligibility letter not submitted online: -10 points.
2. Certification letter not submitted online: -10 points.
3. Resume not submitted online: -10 points.
4. Portfolio not submitted online: -10 points
5. Advisor does not attend the orientation: -10 points.
6. Incorrect attire on competition day: -10 points.
7. Application time: -1 point for every minute, or fraction thereof, over 30 minutes.

## **RESUME**

Prepare a resume for competition. Resume may be multiple pages and 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 required.

## **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, etc.
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**

Competitors should practice completing various employment applications, using 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 similar to the resume. Typical information requested includes:

1. Type of employment desired: What type of role is of interest, or what job is being sought?
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 must 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 name and purpose of the interview.
3. Practice informal conversation including:
  - a. Stating objectives

- b. Providing information
  - c. Communicating clearly to the interviewer
  - d. Listening skills to be sure the question is understood
  - e. Learning to ask for clarification, if necessary
  - f. Answering questions completely
4. Practice expressing 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 at the time of 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, school 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 reporting, 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 (1) point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction is 10 points).
4. Competitor will provide the personnel manager with a copy of their resume at the time of 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. The application, resume and portfolio will be evaluated.
6. After completing the application and returning it to the personnel manager, the competitor will return to the waiting area.
7. 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.
8. From the waiting area, a technical committee member will inform the competitor which competition area to enter for the interview.
9. The interview with the judges will be approximately 10 to 15 minutes.
10. All competitors will be asked five questions. Three questions will be the same for each competitor, and two questions will be specific to the competitor's portfolio.

11. 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 resume**

- 1.1. Design a personal layout and structure for the resume.
- 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 needed information 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 an approximately 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 — Develop a Portfolio of accomplishments, skills, and achievements.**

- 5.1. Design portfolio to include a title page and table of contents.
- 5.2. Include vocational skills, work experience.
- 5.3. Include activities from school, community, civic, etc.
- 5.4. Include publicity, awards, newspaper articles, pictures, etc.
- 5.5. Develop a collection of examples and evidence that showcase experience, capability and potential for employment and professional development to share with potential employers.

### **EAP 6.0 — 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, as you may be scored on specific elements applied to your project. For more, visit: [www.skillsusa.org/who-we-are/skillsusa-framework/](http://www.skillsusa.org/who-we-are/skillsusa-framework/).



### **COMMITTEE IDENTIFIED ACADEMIC SKILLS**

The technical committee has identified that the following academic skills are embedded in this competition.

#### **Math Skills**

None Identified

#### **Science Skills**

None Identified

#### **Language Arts Skills**

- Provide information in conversations.
- Provide information through oral presentation.
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information.
- Organize and synthesize information for use in written and oral presentations.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing.
- Develop physical representation of oneself.

### **CONNECTIONS TO NATIONAL STANDARDS**

State-level academic curriculum specialists identified the following connections to national academic standards.

## **Math Standards**

None Identified

*Source: NCTM Principles and Standards for School Mathematics. For more information, visit: [www.nctm.org](http://www.nctm.org).*

## **Science Standards**

- Understands the scientific enterprise.

*Source: McREL compendium of national science standards. To view and search the compendium, visit: [www2.mcrel.org/compendium/](http://www2.mcrel.org/compendium/).*

## **Language Arts Standards**

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and to communicate knowledge.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

*Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.ncte.org/standards](http://www.ncte.org/standards).*