

Job Interview, an *individual event*, recognizes participants who use Family and Consumer Sciences and/or related occupation's skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a *portfolio*, be prepared to fill out a *job application*, and express their communication skills and job knowledge through an *interview*.

### NEW JERSEY CORE CURRICULUM STANDARDS

- 3.1 Understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension.
- 3.3 Speak in clear and concise organized language that varies in content and form for different audiences and purposes.
- 3.4 Listen actively to information from a variety of sources in a variety of situations.
- 3.5 Access, view, evaluate, and respond to print, nonprint, and electronic texts and resources.
- 8.1.12.A.3 Participate in online courses, learning communities, social networks, or virtual worlds and recognize them as resources for lifelong learning.
- 8.1.12.A.4 Create a personalized digital portfolio that contains a résumé, exemplary projects, and activities, which together reflect personal and academic interests, achievements, and career aspirations.
- 9.1.12.A.1 Apply critical thinking and problem solving strategies during structured learning experiences.
- 9.3.12.C.2 Characterize education and skills needed to achieve career goals, and take steps to prepare for postsecondary options, including course selections, assessments, and extra-curricular activities.
- 9.3.12.C.3 Develop personal interests and activities that will support declared career goals and plans.
- 9.1.12.F2 Demonstrate a positive work ethic in various settings, including the classroom and during structures learning experiences.
- 9.3.12.C.5 Identify transferable skills in career choices and design alternative career plans based upon those skills.
- 9.3.12.C.6 Develop job readiness skills by participating in structures learning experiences and employment seeking opportunities.
- 9.3.12.C.7 Pursue a variety of activities related to career preparation (e.g., Volunteer, seek employment, apply for training grants, higher education grants and loans.)
- 9.3.12.C.11 Evaluate the responsibility of employers and employees for maintaining workplace safety and health rights related to a particular occupation/ career.
- 9.3.12.C.21 Analyze employment trends by industry sector to determine how employment and training requirements change over time.
- 9.4.12.N.65 Maintain a career portfolio to document knowledge, skills, and experience in a career field.

### EVENT CATEGORIES

**Senior:** grades 10-12

**Occupational:** grades 10-12

**ELIGIBILITY**

1. A chapter may register one (1) entry in each event category. An entry is defined as one (1) participant. An event category is determined by a member's grade in school and affiliation status.
2. Participation is open to any affiliated FCCLA member in grades 10 – 12.
3. The Job Interview project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
4. The Job Interview project must be planned and prepared by the participant only. Supporting resources are acceptable as long as the participant is coordinating their use and resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work.  
**Exception:** Letters of recommendation should not be the work of the participant.

**PROCEDURES & REGULATIONS**

1. At a specific time prior to the scheduled presentation, participants will be given 15 minutes to complete a job application. Check the State Leadership Conference Program for the time and location.
2. Each entry must submit a *portfolio* when reporting to the job application location.
3. The interview **may be up to** 10 minutes (NLC allows 20 minutes) in length.
4. Evaluators will use the rating sheet to score and write comments for participants.
5. A dictionary will be provided in the application room. Participant may only use a copy of his/her resume and letters of recommendation to fill out the job application.
6. Participant should use the portfolio during the interview process and answer questions about the portfolio at this time. No other materials may be used during the interview.
7. The cover letter and resume may be printed on resume paper. Letters of recommendation may be on the appropriate letterhead.
8. Participant must apply for a job that matches their current skills and relates to their career interests/goals.
9. Spectators may not observe any portion of this event.
10. Two individuals from each event category may be chosen to represent New Jersey at the National Leadership Conference.

**Presentation Elements:**

Allowed: *Portfolios*

Not Allowed: *Audio, Costumes/Uniforms, Easel(s), File Folders, Large Newsprint Charts, Laser Pointers, Manuals, Props/Pointers, Skits, Visual Equipment, Visuals*

**JOB INTERVIEW SPECIFICATIONS**

**Application**

Participant will have 15 minutes to fill out a standard job application at the designated time.

Neat/Complete	Job application should be filled out in black or blue ink and be complete, accurate, neat, legible, <i>professional</i> and contain correct grammar and spelling.
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**Portfolio**

The *portfolio* is a collection of factual information that supports the job for which the participant is applying. Materials must be contained in a standard binder (no larger than 12” high, 11” wide, and 1 ½” in depth). A decorative and/or informative cover may be included. All materials, including the divider pages and tabs, must fit within the dimensions above. The binder/notebook must contain no more than 33 pages: 1 *project identification page*, 1 table of contents page, 1 *Planning Process* summary page, 0-5 divider pages, and up to 25 content pages including the documents listed below. Divider pages may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content. All pages must be one-sided only. All pages except divider pages must be 8½” x 11”. The portfolio will be submitted at the job application location.

Project Identification Page	One 8½” x 11” page on plain paper, with no graphics or decorations; must include participant’s name, chapter name, school, city, state, FCCLA national region (North Atlantic Region) and job title desired.
FCCLA Planning Process Summary Page	One 8½” x 11” summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation. Each step if fully explained.
Job Specification Sheet	Give name of employer, job title, short job description, required hours and wages typically offered for this job. The selected job must match the participant’s current skills and relate to future career interests and goals.
Business Communication	Include cover letter, resume, and two letters of recommendation (one from a school official, administrator, counselor or teacher and one from an employer or other <i>community</i> representative).
Career-Related Education	Describe <i>career-related education</i> that enhances employability. Include a summary of school activities; career research projects; application of Family and Consumer Sciences and/or related occupations skills and their relationship to job; and an example of ability to communicate in written form.
Educational Enhancement Opportunities	Describe <i>educational enhancement opportunities</i> that enhance employability. Include career development planning; summaries of job shadowing, internships, apprenticeships, informational interviews or community service projects, and products developed during these experiences.
Examples of Special Skills	Include up to five examples of special skills, talents and/or abilities related to job and career goals. These may be in any format but must fit within the dimensions of the portfolio. Audio and/or video recordings may be included in the portfolio but <b>will not</b> be considered by evaluators. Examples or samples of special skills will be identified as such and are considered content pages.
Appearance	Portfolio must be neat, legible, professional, and use correct grammar and spelling.

**Interview**

The interview **may be up to** 10 minutes (NLC allows 20 minutes) in length and will be conducted by evaluators. Questions will pertain to participant’s current skill level and the specific job for which they are applying. The portfolio should be used during the interview.

Knowledge of Selected Job	Show evidence of how present skills relate to job, including Family and Consumer Sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, body language, voice, grammar, word usage and pronunciation, friendly, poised and personable.
Response to Evaluators’ Questions	Provide clear and concise answers to evaluators’ interview questions.
Use of Portfolio	Use portfolio to support understanding of job and emphasize skills.
Professional Appearance	Attire and grooming suitable for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language/ Clothing Choice	Use appropriate, professional attire and body language including gestures, posture, mannerisms, eye contact, and appropriate handling of portfolio.
Grammar / Word Usage / Pronunciation	Use proper grammar, word usage, and pronunciation.

**Job Interview Rating Sheet**

Name of Participant \_\_\_\_\_ School \_\_\_\_\_

Category: \_\_\_\_\_ Senior \_\_\_\_\_ Occupational

**INSTRUCTIONS:** Write the appropriate rating in the “Score” columns. Make comments to help participants identify their strengths and areas for improvement. Use the back of the sheet if necessary. Total points.

Evaluation Criteria	Very					Score	Comments
	Poor	Fair	Good	Good	Excellent		
<b>APPLICATION</b>							
Neat/Complete	0-1	2	3	4	5		
<b>PORTFOLIO</b>							
FCCLA Planning Process Summary	0-1	2	3	4	5		
Job Specification Sheet	0-1	2	3	4	5		
Business Communication: Cover Letter, Résumé, Letters of Recommendation	0-3	4-6	7-9	10-12	13-15		
Career Related Education	0-2	3-4	5-6	7-8	9-10		
Educational Enhancement Opportunities	0-1	2	3	4	5		
Examples of Special Skills	0-1	2	3	4	5		
Appearance	0-1	2	3	4	5		
<b>INTERVIEW</b>							
Knowledge of Selected Job	0-2	3-4	5-6	7-8	9-10		
Communication Skills	0-2	3-4	5-6	7-8	9-10		
Response to Evaluators Questions	0-2	3-4	5-6	7-8	9-10		
Use of Portfolio During Presentation	0-1	2	3	4	5		
Voice, Body Language, Grammar and Pronunciation	0-1	2	3	4	5		
Professional Appearance	0-1	2	3	4	5		

**Total Score** \_\_\_\_\_

**Verification of Total Score** (please initial)

Evaluator \_\_\_\_\_

Room Consultant \_\_\_\_\_

Lead Consultant \_\_\_\_\_

**Circle Rating Achieved:**

Gold: 90-100

Silver: 75-89

Bronze: 60-74