

**2017 MICHIGAN SKILLSUSA CHAMPIONSHIPS
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Employment Application Process

CONTEST LOCATION:

Amway Grand Plaza Hotel
187 Monroe Avenue NW
Grand Rapids, MI 49503, US
(616) 774.2000
<http://www.amwaygrand.com/>

RESUME:

Each student must submit a one-page printed resume before the contest start at the contest site (present to contest coordinator, not judges). The resume is no longer submitted online. This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty.

STUDENT MUST SUPPLY:

- 1 page resume
- A letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997. Letter must be in a sealed envelope and presented to contest chairperson/contest coordinator before contest.
- Same supplies as listed in the SkillsUSA Championships Technical Standards

CONTEST INFO:

- Please refer to the 2017-2018 Technical Standards for specific contest details.

CLOTHING REQUIREMENT (if different from National contest):

- SkillsUSA official dress or professional attire
- No jeans
- No tennis shoes
- No heels over 2"
- No hats
- Shirts must cover midriff (waistline)
- No logos, no names, all identifying information must be covered.

OBSERVERS ALLOWED IN ROOM DURING COMPETITION?

- Yes

Employment Application Process Scorecard

Items Evaluated	Possible Points	Contestant Number						
		1	2	3	4	5	6	7
Greeting & Introduction	50							
Appearance	50							
Application Review								
Used Black or Blue Ink	2							
Personal Information	3							
Employment Desired	4							
Education/Training	4							
Membership	3							
Work Experience	5							
References	5							
Correct Spelling	6							
No Blanks/NA	6							
Followed Directions	6							
Legible	6							
Portfolio								
Title Page	10							
Table of Contents	10							
Vocational Skills	15							
Work Experience	15							
Activities	15							
Publicity	10							
Pictures/Clippings	10							
Abilities/Accomplishments	15							
Interview								
Introduction	50							
Personal Presence	100							
Resume								
Heading	10							

Career Objective	25							
Education/Training	20							
Work Experience	20							
Accomplishments & Awards	25							
Interview Question 1	100							
Interview Question 2	100							
Interview Question 3	100							
Interview Question 4	100							
Interview Question 5	100							
Application Time Penalty (1 point for each minute over)	1 point for each minute over							
Clothing Penalty	0 to 5 percent total points							
Missing Eligibility Letter from Sending School	-10							
Resume Penalty	0 or -10							
Total Possible Points	1,000							