

**2021 MICHIGAN SKILLSUSA CHAMPIONSHIPS  
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Employment Application Process

**CONTEST LOCATION:**

Virtual

**RESUME:**

Each student must submit a one-page printed resume before the contest start at the contest site (present to contest coordinator, not judges). 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:**

- Two copies of his or her résumé, one to be turned in at orientation, one for contest.
- Pen(s) for completing the employment application form.
- **The contestant's portfolio – NOTE: this part is not required this year for states, but is required for nationals. Contest Chair is willing to work with student to prepare for nationals.**
- 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:**

- Upon entering the contest room, the contestant will have 3 minutes to setup and 3 minutes to tear down their demonstration. The 5-7 minute demonstration will begin after setup is complete.
- *Please refer to the National Technical Standards for detailed information related to this contest.*
- How to access SkillsUSA National Technical Standards:  
[https://www.youtube.com/watch?v=aR9Jet0PRP8&feature=emb\\_logo](https://www.youtube.com/watch?v=aR9Jet0PRP8&feature=emb_logo)
- National Contest Updates are located:  
<https://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/>

**CLOTHING REQUIREMENT (if different from National contest):**

- SkillsUSA official dress (2021 only – no deductions will be made if full official dress is not available).
- No heels over 2"
- No hats (unless part of industry standard)
- No logos, no names, all identifying information must be covered.
- 2021 only – no deductions will be made if full official dress is not available

## **OBSERVERS ALLOWED IN ROOM DURING COMPETITION?**

- Yes

**PURPOSE** To evaluate contestants' readiness for applying for employment in their occupational areas and understanding the process and procedures required. First, download and review the General Regulations at: <http://updates.skillsusa.org>.

**ELIGIBILITY** Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from an 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, is required for participation.

### **Time Limits**

The contestant will be allowed 30 minutes to complete the application. The introduction (meet and greet) portion requesting the application is not included in the 30 minutes. A penalty will apply for more than 30 minutes spent completing the application.

The interview will last approximately 10 to 20 minutes. No penalties will be given for exceeding this time, as this portion of the contest is under the judges' control.

### **Penalties**

Penalties apply for the following:

1. No advisor attending the orientation, -10 points.
2. Missing eligibility letter at orientation, -10 points.
3. Attire incorrect at orientation, -10 points.
4. Résumé not submitted at orientation (requirement of SkillsUSA), -10 points.
5. Application time, -1 point for every minute, or fraction thereof, over 30 minutes.
6. No portfolio at orientation, -10 points.

**SCOPE OF THE CONTEST** The contest consists of:

1. Preparation and submission of a résumé, completed at home. Two copies will be required.
- ~~2. Preparation and submission of a portfolio, completed at home.~~
  - a. The contestant's portfolio – NOTE: this part is NOT required this year for states, but is required for nationals. Contest Chair is willing to work with student to prepare for nationals.**
3. Completion of an application at contest time. 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 contestants are judged.

Application will be completed in front of and timed by the Personnel Manager or assistant (judges).

**Note:** A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.

4. The personnel manager (and/or assistant) will evaluate the application and the portfolio.
5. Participate in an in-depth interview with the two interviewers (judges), approximately 15 minutes. There will be two judges for the interview process. Judges will be given a copy of the résumé and the portfolio for their review prior to the interview. After review of the résumé and portfolio, the judges will interview the contestant by asking a series of five questions. Judges are allowed to use their own techniques for the interview.
6. While the actual questions will be determined by the judges prior to the start of the contest, examples of types of questions that may be asked are:
  - a. What's your objective?
  - b. What can you tell us about your future?
  - c. What are your strengths?
  - d. What are your qualifications?

### **Résumé**

Prepare two copies of a typewritten résumé for submission at the orientation and one for contest day. Included in the résumé must be:

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.

### **Portfolio**

**The contestant's portfolio – NOTE: this part is not required this year for states, but is required for nationals. Contest Chair is willing to work with student to prepare for nationals.**

~~The portfolio is a hard copy collection (notebook or other type of binding not required to be a SkillsUSA notebook) of a contestant's abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers to learn about the contestant (potential employee). 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, religious.~~
- ~~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**

At home, contestants should practice completing various employment applications, using their reference cards if necessary. Practice printing legibly, using blue or black ink. Much of the information in an application is the same as in the résumé. Typical information requested includes:

1. Type of employment desired: What do you want to do, or what job are you seeking?
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 are to be included.

### **Preparation for the Interview**

In preparation for the interview portion, the contestants should:

1. Understand the importance of first impressions.
2. Practice proper introductions, including handshaking, clearly providing your name and purpose of the interview.
3. Practice informal conversation including:
  - a. Stating your objectives.
  - b. Providing information about yourself.
  - c. Making yourself understood to the interviewer.
  - d. Listening skills to be sure you understand the question.
  - e. Learning to ask for clarification if necessary.
  - f. Answering questions completely.
4. Practice expressing your abilities confidently so that the employer wants to hire you.

### **Skills Performance**

This contest 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 contest 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.

### **Contest Guidelines**

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the résumé, employment application and portfolio, contestants will use their own name, address, school, employment and occupational information, etc. All information must be as accurate as possible.

**Note:** One 3"x5" or 4"x6" notecard with information to assist in completing the application may be used by the contestant.

2. When called from the assembly area, the contestant will approach the Personnel Manager as though applying for a job. Contestants will be given an employment application to complete within 30 minutes in the presence of the Personnel Manager.
3. Contestants will complete the application. The Personnel Manager will note the time the contestant is handed the application and the time the completed application is returned. The times are entered on the scoring sheet. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction is 10 points).
4. The Personnel Manager will be handed the portfolio at the time of requesting the application. The Personnel Manager (or Assistant) will judge the application and the portfolio.
5. After completing the application and returning it to the Personnel Manager, the contestant will return to the assembly waiting area.
6. 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.
7. From the assembly area, a technical committee member will inform the contestant which room to enter for the interview.
8. The interview with the judges will be approximately 10 to 20 minutes. No penalty applies, as the time required is under the control of the judges.
9. All contestants will be asked five questions. Three questions will be the same for each contestant, and two will be about the contestant's portfolio.
10. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

**Employment Application Process Rubric:**

<b>Items Evaluated</b>	<b>Possible Points</b>
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
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Revised 2/5/2021