



Employment Application Process

2024 SkillsUSA Michigan State Championships Contest Description Task and Materials List

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). This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty.

PORTFOLIO: A portfolio is required. See the 2023-2024 Technical Standards for details.

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 2023-24 Technical Standards for specific contest details.

CLOTHING REQUIREMENT (if different from National contest):

- SkillsUSA official dress or professional attire
- No heels over 2"

FRAMEWORK REQUIREMENT

Students will be expected to display or explain how they used some of the SkillsUSA Framework Essential Elements.

OBSERVERS ALLOWED IN ROOM DURING COMPETITION?

- Yes

Revised 12/18/2023

Employment Application Process Rubric

Contestant #

Category	Tech Standards / Specifications	Substantially Demonstrated	Moderately Demonstrated	Minimally Demonstrated	Score (0-5)	Weight	Awarded Points	Total Points
Personnel	Introduction EAP 1.0 – Meet and greet Personnel Manager to meet industry standards. 3.1. Greet Personnel Manager professionally. 3.2. Introduce oneself appropriately.	5 4 Student greets interviewer with a hand shake and greeting, clearly introduces themselves (first and last name), and allows for the interviewer to introduce themselves.	3 2 Student has omitted 1 or 2 or the previous 3 components of the greeting, introduction of self and interviewer.	1 0 The greeting and introductions were limited or not seen in the interview.	4	0	20	
	Presence, Demeanor, Self Confidence EAP 3.0 – Meet and greet Personnel Manager to meet industry standards.	5 4 Student was impressive, while displaying a calm and relaxed, comfortable demeanor.	3 2 Student was somewhat nervous, mildly challenged and moderately disengaged from the interviewer.	1 0 Student was moderately nervous, struggled with confidence, was shy and limited in engagement.	5	0	25	
Application Review	Ability to Complete EAP 1.0 – 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.	5 4 The student substantially demonstrates the ability to accurately complete a job application. No punctuation, grammar, or spelling mistakes made.	3 2 The student moderately demonstrates the ability to complete a job application. 2-3 punctuation, grammar, and/or spelling mistakes made. All sections attempted and mostly completed or partially completed.	1 0 The student minimally demonstrates the ability to complete a job application. 4 or more punctuation, grammar, and/or spelling mistakes made. One or more sections not attempted.	3	0	15	
	Followed Directions EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The student substantially demonstrates the ability to accurately follow directions.	3 2 The student moderately demonstrates the ability to accurately follow directions.	1 0 The student minimally demonstrates the ability to accurately follow directions.	3	0	15	
	Employment Desired EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The application substantially demonstrates the student's Employment Desired.	3 2 The application substantially demonstrates the student's Employment Desired.	1 0 The application substantially demonstrates the student's Employment Desired.	0.8	0	4	
	Education / Training EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The application substantially demonstrates the student's Education / Training.	3 2 The application substantially demonstrates the student's Education / Training.	1 0 The application substantially demonstrates the student's Education / Training.	0.8	0	4	
	Memberships EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The application substantially demonstrates the student's Memberships.	3 2 The application substantially demonstrates the student's Memberships.	1 0 The application substantially demonstrates the student's Memberships.	0.8	0	4	
	Work Experience EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The application substantially demonstrates Work Experience.	3 2 The application substantially demonstrates Work Experience.	1 0 The application substantially demonstrates Work Experience.	0.8	0	4	
	References EAP 2.0 – Complete an employment application that meets industry standards.	5 4 The application substantially demonstrates References.	3 2 The application substantially demonstrates References.	1 0 The application substantially demonstrates References.	0.8	0	4	
	Resume Review							
	Heading EAP 1.0 – Prepare a personal resume 1.1. Design a personal layout and structure for the resume. 1.2. List name, address, and phone numbers. 1.3. Edit resume for spelling, grammar and effective design.	5 4 The resume substantially demonstrates the technical standards and specifications listed. All sections complete or marked N/A if not applicable. No punctuation, grammar, or spelling mistakes made.	3 2 The resume moderately demonstrates the technical standards and specifications listed. 2-3 punctuation, grammar, and/or spelling mistakes made. All sections attempted and mostly completed or partially completed.	1 0 The resume minimally demonstrates the technical standards and specifications listed. 4 or more punctuation, grammar, and/or spelling mistakes made. One or more sections not attempted.	3	0	15	
	Career Objective EAP 1.0 – Prepare a one-page personal resume 1.3. State a specific career objective.	5 4 The resume substantially demonstrates the student's Career Objective.	3 2 The portfolio moderately demonstrates the student's Career Objective.	1 0 The portfolio substantially demonstrates the student's Career Objective.	3	0	15	
Education / Training EAP 1.0 – Prepare a one-page personal resume 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. 1.4.5. Identify the name and location of academic/training institutions.	5 4 The resume substantially demonstrates the student's Education / Training.	3 2 The portfolio substantially demonstrates the student's Education / Training.	1 0 The portfolio substantially demonstrates the student's Education / Training.	3	0	15		
Job or Volunteer Experience EAP 1.0 – Prepare a one-page personal resume 1.4.4. List any volunteer (nonpaid) employment. 1.5. Discuss work experience beginning with present employment. 1.6. Outline specific job responsibilities and transferrable skills gained, in a bulleted format.	5 4 The resume substantially demonstrates the student's Job or Volunteer Experience.	3 2 The portfolio moderately demonstrates the student's Job or Volunteer Experience.	1 0 The portfolio substantially demonstrates the student's Job or Volunteer Experience.	3	0	15		
Accomplishments & Awards EAP 1.0 – Prepare a one-page personal resume 1.7. List organizational memberships, major accomplishments, awards and other notable accomplishments.	5 4 The resume substantially demonstrates the student's Accomplishments & Awards.	3 2 The portfolio substantially demonstrates the student's Accomplishments & Awards.	1 0 The portfolio substantially demonstrates the student's Accomplishments & Awards.	3	0	15		
References	5 4 The references are on a separate page (not the resume). The references include at least 3 individuals and titles of the	3 2 The references are on a separate page (not the resume). The references include at least 2 individuals and most of the	1 0 The references are on the resume. The references are not complete.	2	0	10		
Portfolio Review	Portfolio / Binder EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements.	5 4 The portfolio substantially demonstrates the technical standards and specifications listed for Completeness and Clarity.	3 2 The portfolio moderately demonstrates the technical standards and specifications listed for Completeness and Clarity. All sections attempted and mostly completed or partially completed.	1 0 The portfolio minimally demonstrates the technical standards and specifications listed for Completeness and Clarity. One or more sections not attempted.	1	0	5	
	Title Page 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 4 The Title Page demonstrates no substantial errors. No punctuation, grammar, or spelling mistakes made.	3 2 The Title Page demonstrates a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The Title Page demonstrates several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	2	0	10	
	Table of Contents 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 4 The Table of Contents demonstrates no substantial errors. No punctuation, grammar, or spelling mistakes made.	3 2 The Table of Contents demonstrates a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The Table of Contents demonstrates several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	2	0	10	
	Vocational Skills EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.2. Include vocational skills, work experience.	5 4 The vocational skills are substantially documented and no punctuation, grammar, or spelling mistakes made.	3 2 The vocational skills are moderately documented and contain a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The vocational skills are minimally documented and contain several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	3	0	15	
	Work Experience EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.2. Include vocational skills, work experience.	5 4 The work experience is substantially documented and no punctuation, grammar, or spelling mistakes made.	3 2 The work experience is moderately documented and contains a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The work experience is minimally documented and contains several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	3	0	15	
	Activities EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.3. Include activities from school, community, civic, etc.	5 4 The portfolio substantially demonstrates the student's activities. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio moderately demonstrates the student's activities and contains a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The portfolio minimally demonstrates the student's activities and contains several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	4	0	20	
	Publicity EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.4. Include publicity, awards, newspaper articles, pictures, etc.	5 4 The portfolio substantially demonstrates publicity related to the student. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio moderately demonstrates publicity related to the student and contains a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The portfolio minimally demonstrates publicity related to the student and contains several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	2	0	10	
	Pictures / Clippings EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.4. Include publicity, awards, newspaper articles, pictures, etc.	5 4 The portfolio substantially demonstrates pictures / clippings related to the student. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio moderately demonstrates pictures / clippings related to the student and contains a few errors. 2-3 punctuation, grammar, and/or spelling mistakes made.	1 0 The portfolio minimally demonstrates pictures / clippings related to the student and contains several errors. 4 or more punctuation, grammar, and/or spelling mistakes made.	2	0	10	
	Other EAP 5.0 – Develop a Portfolio of accomplishments, skills, and achievements. 5.5. Develop a collection of evidence that showcase experience, capability and potential for employment and professional development to share with potential employers.	5 4 The portfolio includes a substantial collection of examples and evidence that showcase experience, capability and potential for employment and professional development.	3 2 The portfolio includes a moderate collection of examples and evidence that showcase experience, capability and potential for employment and professional development.	1 0 The portfolio includes a minimal collection of examples and evidence that showcase experience, capability and potential for employment and professional development.	2	0	10	
	Interviewer	Introduction EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 4.1. Introduce yourself professionally.	5 4 Student greets interviewer with a hand shake and greeting, clearly introduces themselves (first and last name), and allows for the interviewer to introduce themselves.	3 2 Student has omitted 1 or 2 or the previous 3 components of the greeting, introduction of self and interviewer.	1 0 The greeting and introductions were limited or not seen in the interview.	5	0	25
Presence EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 4.2. Display good posture and appropriate dress and grooming.		5 4 The student substantially demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is free from wrinkles. Student was impressive, while displaying a calm and relaxed, comfortable demeanor.	3 2 The student moderately demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is somewhat free from wrinkles. Student was somewhat nervous, mildly challenged and moderately disengaged from the interviewer.	1 0 The student does not demonstrate a professional appearance in dress and/or personal hygiene. The clothing does not fit well and appears unkempt. Student was somewhat nervous, mildly challenged and moderately disengaged from the interviewer.	8	0	40	
Interview Question 1 EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 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.		5 4 Student portrayed confidence and convincing in their ability. Student was sensitive and responsive to the interviewer. Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.	3 2 Student was moderately convincing, confident and persuasive. Student was moderately sensitive and responsive to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.	1 0 Student was limited in portraying confidence or persuasiveness. Student was had minimal regard for sensitivity and responsiveness to the interviewer. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.	26	0	130	
Interview Question 2 EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 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.		5 4 Student portrayed confidence and convincing in their ability. Student was sensitive and responsive to the interviewer. Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.	3 2 Student was moderately convincing, confident and persuasive. Student was moderately sensitive and responsive to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.	1 0 Student was limited in portraying confidence or persuasiveness. Student was had minimal regard for sensitivity and responsiveness to the interviewer. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.	26	0	130	
Interview Question 3 EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 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.		5 4 Student portrayed confidence and convincing in their ability. Student was sensitive and responsive to the interviewer. Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.	3 2 Student was moderately convincing, confident and persuasive. Student was moderately sensitive and responsive to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.	1 0 Student was limited in portraying confidence or persuasiveness. Student was had minimal regard for sensitivity and responsiveness to the interviewer. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.	26	0	130	
Portfolio Question 4 EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards. 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.		5 4 Student portrayed confidence and convincing in their ability. Student was sensitive and responsive to the interviewer. Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.	3 2 Student was moderately convincing, confident and persuasive. Student was moderately sensitive and responsive to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.	1 0 Student was limited in portraying confidence or persuasiveness. Student was had minimal regard for sensitivity and responsiveness to the interviewer. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.	26	0	130	
Portfolio Question 5 EAP 4.0 – Complete an approximately 15-minute interview that meets industry standards.		5 4	3 2	1 0				

<p>4.3. Demonstrate knowledge of position applying for and personal history.</p> <p>4.4. Respond to questions from the interviewing judges.</p> <p>4.5. Explain work and leadership experiences concisely when applicable.</p> <p>4.6. Explain personal strengths and weaknesses when asked.</p> <p>4.7. Discuss personal and professional short- and long-term goals, if requested.</p> <p>4.8. Describe two accomplishments and personal satisfaction gained from each when applicable.</p> <p>4.9. Explain personal qualifications and characteristics that will lead to professional success.</p>	<p>Student portrayed confidence and convincing in their ability.</p> <p>Student was sensitive and responsive to the interviewer.</p> <p>Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.</p>	<p>Student was moderately convincing, confident and persuasive. Student was moderately sensitive and responsive to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.</p>	<p>Student was limited in portraying confidence or persuasiveness. Student was had minimal regard for sensitivity and responsiveness to the interviewer. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.</p>		26	0	130
<p>PENALTIES</p>							
<p>Eligibility Letter – Penalty -10 points.</p> <p>Eligibility letter not submitted online.</p>							
<p>Certification Letter – Penalty -10 points.</p> <p>Certification letter not submitted online.</p>							
<p>Missing Resume Online Submission and/or Orientation Hard Copy – Penalty -10 points.</p> <p>Resume penalty of -10 applies if either of these requirements are missed. Online submission received : yes : no. Turned in at orientation : yes : no.</p>							
<p>Missing Portfolio Online Submission and/or Orientation Hard Copy – Penalty -10 points.</p> <p>Portfolio penalty of -10 applies if either of these requirements are missed. Online submission received : yes : no. Turned in at orientation : yes : no.</p>							
<p>Missing Advisor or representative at Orientation – Penalty -10 points.</p> <p>Advisor does not attend the orientation.</p>							
<p>Application Time (1 pt for each minute over 30 minute limit) – Maximum penalty -10 points.</p> <p>One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points).</p>							
<p>Penalty Framework Maximum Penalty -50 points</p>					0		1000