



### JOB INTERVIEW

*This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.*

#### Eligibility

Each state may submit three (3) participants who are members from active local chapters, on record in the national center as having paid dues by March 1 of the current school year.

#### Overview

This event consists of two (2) parts: a letter of application, résumé, and a job application form; and an interview. Participants are required to complete all parts to be eligible to win an award. A letter of application, résumé, and job application must be submitted in six folders prior to the NLC by the state chair or designee and received by the national center by the second Friday in May.

Each participant must apply for a business or business-related job at Merit Corporation (a fictitious company). The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

#### Guidelines

##### Letter, Résumé, Job Application

- Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.
- Six (6) copies of the following items must be submitted by the second Friday in May:
  - A one-page letter of application (original or copy) from the participant addressed to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
  - A brief résumé (original or copy) not to exceed two (2) pages.
  - Photographs are not allowed.
  - A job application must be completed.

Download the form at [www.fbla-pbl.org](http://www.fbla-pbl.org), click on FBLA, Competitive Events.

- All copies of the above materials must be submitted in six (6) standard file folders. The tab of the folders must be labeled with the event title, participant's name, state, and school. Include participant's name on all pages submitted.
- A deduction of five (5) points will be made from the score of participants who submit materials, but do not adhere to the event guidelines.
- Student members, not advisers, must prepare all materials.

#### Interview Guidelines

##### Preliminary Interview

- A maximum of fifteen (15) finalists—or an equal number from each group—will advance to the final round.
- Participants will be scheduled for a ten (10) minute preliminary interview.
- Judges will be provided with a copy of each participant's application materials. No additional items can be brought into the interview or left with the judges.

##### Final Interview

- The final guidelines are the same as the preliminary guidelines described above except the interview time is fifteen (15) minutes.
- The final presentation is not open to conference attendees.

#### Performance Competencies

- answer questions effectively
- demonstrate and use good communication skills
- exhibit a professional and poised appearance
- communicate career knowledge and plans

#### NBEA Standards Reinforced by Event

- Career Development: self awareness, career research, workplace expectations, career strategies
- Communications: employment

**Career Clusters:** Business Management and Administration; Marketing

**REFERENCE:** Job Interview—Interview RATING SHEET-35.



# FBLA JOB INTERVIEW

## Interview Rating Sheet

Revised 2013-14

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Professional Presentation</b>					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1-2	3-4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1-2	3-4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1-3	4-7	8-10	
Professional	0	1-2	3-4	5	
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	0	1-5	6-10	11-15	
Relate previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1-5	6-10	11-15	
Possess knowledge about the position and career field	0	1-3	4-7	8-10	
Possesses excellent communication skills and uses appropriate grammar and uses appropriate length of time to answer questions	0	1-5	6-10	11-15	
Participant asks questions that demonstrate interest in organization and understanding of position	0	1-2	3-4	5	
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and job application)	0	1-5	6-10	11-15	
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty</b> Deduct five (5) points in preliminary round if materials received late.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

Educational Institute \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**