



# Job Interview – Virginia 2021

(all changes for state competition in red)



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

## EVENT LEVELS

**Level 2:** grades 9–10

**Level 3:** grades 11–12

**Level 4:** Postsecondary

See chart on page 2 in the introduction section of the state manual for more information on competition levels. Virginia chapters may have up to 3 entries in each level, as eligible.

## ELIGIBILITY & GENERAL INFORMATION

- Review all “General Policies” in the introduction section of the state manual beginning on page 8 prior to event planning and preparation.
- Participants 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.

- ~~Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for electronic portfolio presentation at in-person competition.~~
- Participant must apply for a job that matches their current skills, education level, and relates to their career interests/goals. Letters of recommendation must not be the work of the participant.
- Chapters with multiple entries in this event must submit different projects for each entry. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference, and must be the work of the participant(s) only.
- ~~National Leadership Conference (in-person competition) participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions held prior to National Leadership Conference.~~ If events are held virtually, these points will be automatically awarded to all participants.



GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	<del>Equipment Provided for In-Person Competition</del>	Competition Dress Code	In-Person Competition Participant Set Up / Prep Time	<del>In-Person Competition Room Consultant &amp; Evaluator Review Time</del>	Maximum Oral Presentation Time	<del>In-Person Competition Evaluation Interview Time</del>	<del>In-Person Competition Total Event Time</del>
1	Portfolio and Job Application	<del>Electrical Access—no</del>	Official dress - or-Professional dress appropriate to event		<del>15 minutes prior to presentation</del>	<b>In-person and virtual:</b> 1-min. warning at 19 min.; stopped at 20 min.		<del>40 minutes</del>

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/Pointers	Skits	Presentation Equipment	Visuals
					✓			*	

\* Presentation Equipment is allowed only for presentation of electronic portfolio.

## JOB INTERVIEW

### Procedures and Time Requirements for In-Person Competition

Each participant will submit a <i>portfolio</i> ( <i>hardcopy or electronic</i> ) to the event room consultant at the designated participation time. A job application must be completed and included in the <i>portfolio</i> . Download the form from the STAR Events Resources <del>page of the FCCLA national website or from the FCCLA Student Portal.</del> 	
15 minutes	Room consultants and evaluators will have 15 minutes to preview the <i>portfolio</i> ( <i>hardcopy or electronic</i> ). The participant must make the <i>electronic portfolio</i> accessible to evaluators.
20 minutes	The interview may be up to 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participant(s).

### Procedures and Time Requirements for Virtual Competition

Each entry will post the required documents (as specified below) following instructions from the state or national organization prior to the competition.	
Portfolio Files	Upload one (1) PDF file, designed so that viewers are able to scroll through the digital document. This must be an online file and not require the viewer to download it. The document should include one page for each of the file folder contents as described below.
Interview	Interviews will be conducted virtually as determined by the state or national organization.
Automatic Scoring	Participants will automatically receive full points on the Point Summary Form and the Rubric for the following items: Registration Packet and Event Online Orientation Documentation.

## Specifications

### Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *content divider pages*, must fit within the cover, be one-sided, and may not exceed 36 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to evaluators, participants may not switch to an *electronic portfolio*. For virtual competition, the portfolio **must be uploaded as one PDF file** – multiple files, images, or other file types will not be accepted. The hardcopy portfolio will be used in the oral presentation recording.

### Electronic Portfolio

An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. ~~The *electronic portfolio* and the hardware (method) to view it (i.e., equipment, files, projectors, screens, laptops) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the technology used to show the evaluators the project.~~ Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio*. *Portfolio* may not exceed 47 slides, as described below. For virtual competition, the electronic portfolio slides **must be uploaded as one PDF file** -multiple files, images, or other file types will not be accepted. The electronic portfolio will be used in the oral presentation recording.

1-8 ½" x 11" page or 1 slide	<i>Project Identification Page</i>	Plain paper or slide, with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the <i>portfolio</i> in the order in which the parts appear.

## Job Interview Specifications (continued)

1-8 ½" x 11" page or 2 slides	FCCLA <i>Planning Process</i> Summary Page	Summarize 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.
1	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Student Portal, and include signed proof of submission in the <i>portfolio</i> .
0–5	<i>Content Divider Pages</i> or Sections	Use 0 to 5 <i>content divider/section</i> pages or slides. <i>Content divider/section</i> pages may be tabbed, may contain a title, a section name, <i>graphic</i> elements, thematic decorations, and/or page numbers. They must not include any other <i>content</i> .
	Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job. <b>The selected job must match the participant's current skills, education level, and relate to future career interests and goals.</b> 
Up to 27 pages or 37 slides (continued)	Business Communication	Include completed job application (download from the STAR Events Resources page of the FCCLA website), 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). All student-created business communication documents should be complete; use correct spelling, grammar, and be consistently written; be of consistent font style and of appropriate size; use appropriate business format and color; be well organized; and match <i>current</i> skills and reflect future career interests and goals.
	<i>Career-Related Education</i>	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.
	<i>Educational Enhancement Opportunities</i>	Describe <i>educational enhancement opportunities</i> that enhance employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or <i>community</i> service projects, and products developed during these experiences.
	Examples of Skills	Provide evidence of five skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the <i>dimensions</i> of the <i>portfolio</i> . Audio and/or video recordings may be included in the <i>portfolio</i> but <b>will not</b> be considered by evaluators. Examples or samples of skills will be identified as such and are considered <i>content pages</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

## Job Interview Specifications (continued)

### Interview

The interview may be up to 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 Consumers 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 <i>Portfolio</i>	Use <i>portfolio</i> during interview to support understanding of job and emphasize skills.
<i>Professional</i> Appearance	Wear FCCLA official dress or professional dress appropriate for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, and eye contact throughout interview.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.





# JOB INTERVIEW

## Rubric

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

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

PORTFOLIO							Points
<b>FCCLA Planning Process Summary Page</b> 0–5 points	<b>0</b> Planning Process summary not provided	<b>1</b> Inadequate steps in the Planning Process are presented	<b>2</b> All Planning Process steps are presented but not summarized	<b>3</b> All Planning Process steps are summarized	<b>4</b> Evidence that the Planning Process was utilized to plan project	<b>5</b> The Planning Process is used to plan the project. Each step is fully explained	
<b>Job Specification Sheet</b> 0–2 points	<b>0</b> Job specification sheet not provided	<b>1</b> 1-4 items provided, or information is incomplete			<b>2</b> All 5 items provided and are complete		
<b>Business Communication</b> 0–15 points	<b>0</b> None apply	<b>1-15: Score 1 point for each of these components</b>					
		<input type="checkbox"/> Correct application used	<input type="checkbox"/> Completed application	<input type="checkbox"/> Cover letter	<input type="checkbox"/> Resume	<input type="checkbox"/> Recommendation letter #1	
		<input type="checkbox"/> Recommendation letter #2	<input type="checkbox"/> Appropriate business format	<input type="checkbox"/> Consistently written	<input type="checkbox"/> Well-organized	<input type="checkbox"/> Reflects current skills and future goals	
		<input type="checkbox"/> Correct spelling	<input type="checkbox"/> Correct grammar	<input type="checkbox"/> Consistent font style	<input type="checkbox"/> Appropriate font size	<input type="checkbox"/> Appropriate colors used	
<b>Career Related Education</b> 0–5 points	<b>0</b> Not included	<b>1</b> Only one of the required items provided	<b>2</b> Only two of four items provided	<b>3</b> Three of four items provided	<b>4</b> All four items provided but they lack information	<b>5</b> All four items provided, thorough and professional	
<b>Educational Enhancement Opportunities</b> 0–5 points	<b>0</b> Not included	<b>1</b> Only one item provided	<b>2</b> Two of three items provided but lack information	<b>3</b> Two of three items provided completely	<b>4</b> All three items provided but they lack information	<b>5</b> All three items provided, thorough and professional	
<b>Examples of Special Skills</b> 0–5 points	<b>0</b> Not included	<b>1</b> Only one or two of the items provided	<b>2</b> Only three of five items provided	<b>3</b> Four of five items provided	<b>4</b> Five items provided	<b>5</b> All five items provided and relate well to job/career goals	
<b>Appearance</b> 0–3 points	<b>0</b> Portfolio is illegible and unorganized	<b>1</b> Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	<b>2</b> Portfolio is neat, legible, and professional, with correct grammar and spelling		<b>3</b> Neat, legible, professional, correct grammar and spelling used with effective organization of information		
INTERVIEW							
<b>Knowledge of Selected Job</b> 0–10 points	<b>0</b> Little evidence of job knowledge	<b>1</b> Minimal evidence of job knowledge	<b>2</b> Some evidence of job knowledge	<b>3</b> Knowledge of job is evident but not in interview	<b>4</b> Knowledge of job is evident and shared at times in the interview	<b>5</b> Knowledge of job is evident and incorporate throughout the interview	
<b>Communication Skills</b> 0–10 points	<b>0</b> Participant does not take part in interview	<b>1</b> Interview is brief because participant does not carry on a conversation or answer questions with detail	<b>2</b> Participant answers most questions well, but displays signs of self-consciousness or nervousness in nonverbal communication	<b>3</b> Participant answers questions and relates to evaluators well	<b>4</b> Participant shows confidence and personality during interview. Answers questions well	<b>5</b> Participant is confident, poised, personable, relates well to evaluators, answers questions clearly and effectively	
<b>Responses to Evaluators' Questions</b> 0–15 points	<b>0</b> Did not answer evaluators' questions	<b>1</b> Unable to answer some questions	<b>2</b> Responded to all questions, but without ease or accuracy	<b>3</b> Responded adequately to all questions	<b>4</b> Gave appropriate responses to evaluators' questions	<b>5</b> Responses to questions were appropriate and given without hesitation	
<b>Use of Portfolio During Interview</b> 0–3 points	<b>0</b> Portfolio is not used during interview	<b>1</b> Portfolio is referenced but not used to support knowledge or skills		<b>2</b> Portfolio used minimally to support knowledge and skills		<b>3</b> Portfolio used appropriately to emphasize knowledge and skills	
<b>Voice – pitch, tempo, volume</b> 0–3 points	<b>0</b> Voice qualities not used effectively	<b>1</b> Voice quality is adequate		<b>2</b> Voice quality is good, but could improve		<b>3</b> Voice quality is outstanding and pleasing	

## Job Interview Rubric (continued)

				Points	
<b>Body Language</b> 0-3 points	<b>0</b> Uses inappropriate gestures, posture or mannerisms, avoids eye contact	<b>1</b> Gestures, posture, mannerisms and eye contact is inconsistent or distracting during interview	<b>2</b> Gestures, posture, mannerisms, and eye contact are appropriately used during interview	<b>3</b> Gestures, posture, mannerisms and eye contact contribute to a positive interview experience	
<b>Grammar/Word Usage/Pronunciation</b> 0-3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3-5) grammatical and pronunciation errors	<b>2</b> Few (1-2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors	
<b>Professional Appearance</b> 0-3 points	<b>0-1</b> Non-professional appearance, attire, and/or grooming	<b>2</b> Neat appearance, attire and grooming	<b>3</b> Professional appearance, attire and grooming		

**Evaluator's Comments – include two things done well and two opportunities for improvement:**

**TOTAL**   
(90 points possible)

**Evaluator #** \_\_\_\_\_

**Evaluator Initial** \_\_\_\_\_

**Room Consultant Initial** \_\_\_\_\_