



## EMPLOYABILITY SKILLS EVENT

- Description:** The student will compete for a simulated job opening by developing a letter of application and a resume. Successful applicants will complete a job application and experience a simulated employment interview.
- Purpose:** To enable students to demonstrate their ability to secure employment through proficiency in the job application process and interview situations.
- Eligibility/Entries:** Each state is eligible to submit a maximum of 3 competitors. Competitors in this event are not eligible to compete in the Public Speaking or Math Skills events.
- Competencies:** A.1, A.2, A.3, A.4, A.5, A.6, B.7, B.8, B.9, B.11, B.13, C.14, C.15, C.19, D.23, D.24, E.29, F.36, F.37
- Observers:** Observers are not allowed.
- Competitive Event Time:**
- |                               |                  |
|-------------------------------|------------------|
| Receptionist/application time | 15 minutes       |
| Interview time                | 10 minutes       |
| Scoring time for judges       | <u>5 minutes</u> |
| Total time                    | 30 minutes       |
- Competition Rules:**
1. The competitor may apply for any position that would reasonably exist at Smith Brothers Department Store. There are openings in all departments. The student will develop and bring the following with them to the event site: a letter of application and a resume' in a large (9" x 12" or 9½" x 12½") envelope.
  2. The letter of application, resume and job application used by the student for this event must be factual and based upon the student's own qualifications for any of the mock positions for which the student is applying.
  3. The competitor should wait in the specified holding area until he/she is called to the Receptionist to complete a job application form. The competitor will be given a total of fifteen (15) minutes to complete the job application. There will be multiple competitors filling out job applications in the receptionist's room.

- Competition Rules:**
4. When 15 minutes are up, the competitor will give the receptionist the completed application and an envelope containing a letter of application and resume.
  5. When the next selection committee is ready, the competitor will then be taken to the interview room and given ten (10) minutes for the interview. The competitor will be judged by the Selection Committee on personal presentation/ appearance, responses and content, listening skills, communication skills, and the closing.
  6. The competitor may use information written on a 3x5" card when completing the job application but not during the interview.
  7. The scores from the Receptionist will be added to the Selection Committee score to arrive at the total number of points achieved.
  8. The Receptionist will be in one room and the Selection Committee in another room. While the Selection Committee is with one competitor, the Receptionist will be with the competitors who are completing job applications and waiting to be interviewed.

## Employability Skills Receptionist Rating Sheet

Competitor:	Judge:	
Rating	Points Possible	Points Awarded
<b>1. Personal Presentation</b> <ul style="list-style-type: none"> <li>▪ First impression, greeting, self-introduction, handshake, eye-contact, stated purpose of visit, articulation and grammar</li> </ul>	5	
<b>2. Letter of Application</b> <ul style="list-style-type: none"> <li>▪ Style, neatness</li> <li>▪ Grammatically correct, no errors</li> <li>▪ Content</li> </ul>	5	
<b>3. Resume</b> <ul style="list-style-type: none"> <li>▪ Identification: name, complete address, phone number, fax and/or E-mail address</li> <li>▪ Content: objective, education, work experience and/or accomplishments, activities, skills</li> <li>▪ Neatness: overall appearance, format, free from errors</li> </ul>	5 5 5	
<b>3. Application</b> <ul style="list-style-type: none"> <li>▪ Neatness</li> <li>▪ Spelling</li> <li>▪ Completeness/accuracy</li> </ul>	5 5 5	
<b>Total Points</b>	40	

## Employability Skills Selection Committee Rating Sheet

Competitor:	Judge:	
Rating	Points Possible	Points Awarded
<b>1. Personal Presentation</b> <ul style="list-style-type: none"> <li>▪ Self introduction to selection committee</li> <li>▪ Handshake</li> </ul>	10	
<b>2. Content/Response</b> <ul style="list-style-type: none"> <li>▪ Knowledge of position interviewed for</li> <li>▪ Enthusiasm/interest</li> <li>▪ Responses clear and concise</li> <li>▪ Willingness to learn, take initiative, commit</li> </ul>	5 5 5 5	
<b>3. Closing</b> <ul style="list-style-type: none"> <li>▪ Ended interview on a positive note</li> <li>▪ Thanked selection committee</li> <li>▪ Handshake</li> </ul>	10	
<b>4. Communication Skills</b> <ul style="list-style-type: none"> <li>• Used proper grammar, no slang</li> <li>• Spoke clearly and distinctly</li> <li>• Eye contact, facial expression, posture</li> </ul>	5 5 5	
<b>4. Appearance</b> <ul style="list-style-type: none"> <li>▪ Appropriately dressed, professional</li> </ul>	5	
<b>Total Points</b>	60	



# YOUTH EMPLOYMENT APPLICATION

Smith Brothers Department Store  
123 Jag Street  
New York, New York 10019

Do you need any accommodation to participate in the application or interview process?  
 Yes  No

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

## Personal Data

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_ FAX (\_\_\_\_)\_\_\_\_-\_\_\_\_ E-mail \_\_\_\_\_

Driver's License:  Operator  CDL # \_\_\_\_\_

## Education

Circle highest school year completed: 8 9 10 11 12 13 14 15 16 17 18 19 AA BA

Name of school beyond high school \_\_\_\_\_

Training Length \_\_\_\_\_ Date Completed \_\_\_\_\_

Major \_\_\_\_\_ Vocational Training \_\_\_\_\_

Are you a Veteran of Military Service?  Yes  No

## Work Experience

Company Name  
\_\_\_\_\_

Address  
\_\_\_\_\_

Job Description (duties, skills, equipment used)

Date of Employment: Start \_\_\_\_/\_\_\_\_/\_\_\_\_ End \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for leaving:

**JAG National Career Association Competitive Events Guide**

Company Name

Address

\_\_\_\_\_

\_\_\_\_\_

Job Description (duties, skills, equipment used)

Date of Employment: Start \_\_\_\_/\_\_\_\_/\_\_\_\_

End \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for leaving:

Company Name

Address

\_\_\_\_\_

\_\_\_\_\_

Job Description (duties, skills, equipment used)

Date of Employment: Start \_\_\_\_/\_\_\_\_/\_\_\_\_

End \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for leaving:

**Additional Information**

Volunteer Work:

Summary of work experience or additional information (such as special skills, licenses, etc.)

References (names of persons not related to you):

Name

Address

Phone #

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Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_