

JOB INTERVIEW – MODIFIED FROM NATIONAL GUIDELINES

Regional/State/National Event

Interview Event

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

ELIGIBILITY

Each local chapter may enter **one (1) participant** at the regional level who is an active member and is on record in the FBLA state office as having paid dues by the first semester membership dues deadline.

PERFORMANCE COMPETENCIES

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

OVERVIEW

Nationals have added a pre-judged component; however NC will continue to run this event as in the past. Nationals has two (2) rating sheets—one (1) for the cover letter and résumé that will be prejudged (50 points) and one (1) for the interview. The interview rating sheet has a place to add the score from the pre-judged component. Competitors moving on to the national level—read the national guidelines carefully.

This event consists of two (2) parts:
Letter of Application and Résumé
Interview

Participants are required to complete all parts to be eligible to win an award. A letter of application and resume must be submitted in six folders and turned in at the registration desk at the Regional Conference and mailed to the State Adviser by the date listed on the Calendar of Activities.

Each participant must apply for a business or –business-related job at Merit Corporation. 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.

See the National Website for Rating Sheet.

GUIDELINES

Letter and Résumé

- 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.
- The local chapter adviser must submit **six (6) standard file folders** containing the following items:
 - A one-page letter of application (original or copy) for 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. Highlight your work/volunteer experience. Photographs are not allowed.
- All copies of the above materials must be submitted in six (6), standard file folders. The tab of the folder must be labeled with the event title, participant's name, and school. Include participant's name on all pages submitted.
- Student members, not advisers, must prepare all materials.
- The letters of application and résumés will be returned.
- Participants failing to submit materials by the stated deadline will be disqualified.
- A deduction of up to five (5) points will be made from the score of participants who submit material by the stated deadline but do not adhere to the event guidelines for the submission of proper materials.

INTERVIEW GUIDELINES

Preliminary Interviews

- Participants will be divided in up to three (3) groups for the initial interviews, depending on the number of participants.
- Participants will be scheduled for a ten-minute (10) initial interview. Based upon

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the initial interview, letter of application, and résumé, a maximum of ten (10) participants will be selected for a final interview at SLC .

- The interview will be conducted by professionals from business. The interview times will be determined by random drawing.

Final Interviews

- Participants' interview times will be determined by random drawing.
- All other procedures as outlined for the preliminary interviews will be followed for the final interview. However, interview time at NLC is 15 minutes.

JUDGING

Participants will be judged by a panel of judges serving as personnel professionals. All decisions of the judges are final.

REGIONAL/STATE AWARDS AND NATIONAL ELIGIBILITY

Regional – First, second, third, and fourth place winners will receive plaques and certificates and are eligible to compete in the State Leadership Conference. ***Local Advisers must register winners to compete at the state level.***

State – The top ten (10) finalists will receive medallions. The first, second, third and fourth place winners will receive trophies and are eligible to compete in the National Leadership Conference.