JOB INTERVIEW
VIRTUAL

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 an **electronic portfolio**, and a **live video presentation**. including a **job application and** express their communication skills and job knowledge through an **interview.**

EVENT LEVEL:
Level Two (grades 9-10)
Level Three (grades 11-12)

CONTENT STANDARDS ALIGNMENT
See OhioFCCLA.org (Adviser Tab) for detailed event alignment information to course content standards, national educational initiatives, and standards.

CAREER CLUSTERS
- Education and Training
- Hospitality and Tourism
- Human Service
- Information Technology

ELIGILBILITY & PROCEDURES
1. Review "Eligibility and General Rules for All Levels of Competition" in national STAR event manual prior to event planning and preparation.
2. Each entry must post all required documents (as specified below) to their online folder.
3. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year and must be the work of the participants*.*
4. 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.
5. Chapters must verify accessibility of documents to the public, as Ohio FCCLA will not be able to assist with this verification. Each entry must have the following items posted to their project folder:
   - Electronic Portfolio
      i. Participants must submit one (1) file with all slides, in order for viewing. It must be submitted as a PDF file, and not a downloadable PPT file (multiple scanned images files are not allowed) (Not all evaluators may have access to PowerPoint.)
   - One (1) oral presentation video needs to available for public view and the URL should be included in the PDF file. Options include:
      i. Embedded video
      ii. Video link provided to direct source such as YouTube, Vimeo, or Google Drive
      iii. Video files which require the reviewer to download are NOT allowed due to their potential size

JOB INTERVIEW
VIRTUAL

TECHNOLOGY TIPS

1. Documents must be available and publicly accessible (check settings to ensure they can be viewed outside of the school district network)
2. All files must be clearly labeled using a descriptive file name, e.g. "Leadership – Level 2 – Gonzales."
3. Be sure to publish all content. Have someone outside of your network check for access. Any document requiring additional access (such as Google doc) will not be able to be reviewed. Only documents that can be opened and viewed by the evaluation team can be scored!

GENERAL INFORMATION

Submission of Project	There will be a specific timeline to upload documents/videos into the competition folder If the deadline is missed the project will not be evaluated Folder Name will be Chapter Name & Number_ Event Name_Level
Scoring Breakdown	Each team member will take the test – scores will be averaged Electronic Portfolio – team score Presentation Video/Live – team score

Number of Participants per Entry	Prepare Ahead of Time	Competition Dress Code	Maximum Number of Slides, optional	Maximum Oral Presentation Time
1 - 3	Electronic Portfolio Presentation Video	Official FCCLA jacket preferred	47	10 minutes

ELECTRONIC PORTFOLIO SPECIFICATIONS		
1 slide	*Project Identification Page*	Plain slide – no graphics or decorations Information must include: Participants name – chapter name – school – city- event name and project title
1 slide	*Evidence of Online Project Summary Sheet*	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal and include proof of submission in the portfolio.
2 slides	*FCCLA Planning Process Summary Page*	Include how each step of the *Planning Process* was used to plan and implement the project.
1 slide	*Table of Contents*	List the parts of the *portfolio* in the order in which the parts appear.
Up to 5 slides	*Content Divider Pages*	Content divider/section may contain a title, a section name, graphic elements, thematic decorations. They must not include any other content.
	Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job. **The selected job must match the participant's *current* skills, education level, and relate to future career interests and goals.**

Up to 37 slides	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 *community* 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 *current* skills and reflect future career interests and goals.
	Career-Related Education	Describe *career-related education* 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.
	Educational Enhancement Opportunities	Describe *educational enhancement opportunities* that enhance employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or *community* 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 *dimensions* of the *portfolio*. Examples or samples of skills will be identified as such and are considered *content pages.*
	Appearance	Slides must be neat, legible, professional Use correct grammar and spelling

VIDEO PRESENTATION SPECIFICATIONS	
Organization/Delivery	Deliver oral presentation in an organized, sequential manner, concisely and thoroughly summarize project.
Connection to Family and Consumer Sciences/ Career Fields Standards	Describe relationship of project content to Family and Consumer Sciences/Career Fields standards.
Knowledge of Self	Demonstrate thorough knowledge of self and the ways in which he/she grew during the project.
Use of Slides During Presentation	Use of slides to support, illustrate, or complement presentation. Can NOT use a voice over with the slides.
Voice	Speaks clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerism, eye contact, and appropriate handling of notes or note cards if used. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.

CAREER DEVELOPMENT EVENTS
POINT SUMMARY FORM
JOB INTERVIEW

Name of Member(s)_____

Chapter Name_____ Chapter Number _____ State _____

Team #_____ Station # _____ Level _____

1. Make sure all information at top is correct. If a student named is not participating, cross their name (s) off. If a team does not show, write "No Show" across the top and return with other forms. Do **NOT** change team or station number.
2. At the conclusion of evaluation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in folder with the completed rubrics.
3. At the end of the evaluation, double check all scores, names, and team numbers to ensure accuracy. Be sure there is **NOT** a 15-point discrepancy.
4. Make sure comments have been added.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Event Online Orientation Documentation	**0** Official documentation not provided at presentation time	**2** Official documentation provided at presentation time with adviser signature	
Folder	**8 points** Labeled correctly Documents/Video labeled correctly Public accessible All documents uploaded by designated date		
		TOTAT SCORE ABOVE	
Test Scores	Participant _____ Participant _____ Participant _____ **Total Team Score** _____	Total Team Score _____ Divided by # of participants on team _____ -**Average Team Score** _____ (20 points possible)	
Evaluators' Scores	Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____		Average
Final Points	**100 points** *Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)*		

RATED ACHIEVED *(mark one)*

_____ Gold 90 – 100   _____ Silver 70 – 89.99   _____ Bronze 1 – 69.99

Room Consultant Signature (*electronic*) _____

JOB INTERVIEW
RUBRIC

Participants Name _____

Chapter #_____ State ـ_____ Team # ـ_____ Station # ـ_____ Level ـ_____

	Possible Points **5** /Comments	**Points**
SLIDES		
Viewable format for evaluators Contains no more than 47 slides Table of Content and Divider pages meet requirements listed Appearance of slides, neat, legible Slides are creative and high quality		
FCCLA PLANNING PROCESS	Possible Points **5** /Comments	
Used to plan the project Steps explain in detail Articulated with clear steps Evaluation methods stated Analyzed the impact of the project		
CAREER EDUCATIONAL ENHANCEMENTS	Possible Points **10** /Comments	
Job specification sheet complete Summary of career research projects Includes career development plan Summaries of job shadowing, internships, apprenticeships, informational interview Identify and implemented community services projects		
BUSINESS COMMUNICATION	Possible Points **10** /Comments	
Application complete Cover letter, professional, consistent font style, and size Resume, professional, consistent font style, and size Letter of recommendation #1 Letter of recommendation #2		
EXAMPLES of SKILLS	Possible Points **5** /Comments	
Skill, talent, and/or abilities related to job and career goal #1 Skill, talent, and/or abilities related to job and career goal #2 Skill, talent, and/or abilities related to job and career goal #3 Skill, talent, and/or abilities related to job and career goal #4 Skill, talent, and/or abilities related to job and career goal #5		

JOB INTERVIEW
RUBRIC

KNOWLEDGE OF SELECTED JOB	Possible Points **10** /Comments	
Knowledge of job evident Candidate poises and personable Confident when answering questions Answered questions clearly and effectively Responses to questions appropriate and without hesitation		
PRESENTATION	Possible Points **5** /Comments	
Clothing Choice Voice- pitch, tempo, volume Body Language Grammar – Word usage -pronunciation Meets presentation time requirement		
PRESENTATION CONTENT	Possible Points **10** /Comments	
Knowledge of Subject Matter Relationship of Family and Consumer Sciences/Career Field Coursework Use of slides during Presentation Organization, seamless and relevant Delivery, eye contact, holds audience interests		