



APPLICATION



EMPLOYMENT APPLICATION PROCESS

APPLICATION



SkillsUSA Championships Technical Standards

PURPOSE

To evaluate competitors' readiness for applying for employment in their occupational areas and understanding the process and procedures required.

First, download and review the General Regulations at updates.skillsusa.org.

ELIGIBILITY

Open to active SkillsUSA members enrolled in career and technical education programs with entry-level job skills as an occupational objective. Each state may send one high school and one college/postsecondary entry.

Eligibility letter

A letter from an appropriate school official on school letterhead stating that the competitor is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on release of this information may submit a letter of eligibility that simply states,

"I certify that [student's name] meets the eligibility requirements for the SkillsUSA Employment Application Process." The letter must be signed by the school official, who must also include his or her title.

Certification letter

A letter of certification is required on a school letterhead and signed by a school administrator (principal, school counselor, special needs director, etc.) that certifies the portfolio has been developed and created by the student. The letter simply needs to state:

"I certify that the portfolio has been developed and created by the student [name of student] per requirements of the SkillsUSA Championship Technical Standards."

Note: Guidance and instruction may be provided by the advisor/instructors in how to use applications, such as formatting programs in the execution of the portfolio and/or resume.

See “Online Submission Requirements” below for guidelines.

CLOTHING REQUIREMENTS

Class A: SkillsUSA Official Attire

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

Note: The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

Note: Wearing socks or hose is not required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

These regulations refer to SkillsUSA Championships Clothing Classifications that are pictured and described at skillsusastore.org. If you have questions about competition uniforms, call the SkillsUSA Store at 888-501-2183.

Note: Competitors must wear their official competition clothing to the competition orientation meeting.

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
 - a. Employment application forms, either printed or electronic
 - 1). If the employment application is in electronic form, computers and instructions for completing the application will be provided. Technical assistance will be provided for computer issues. **Note:** Assistance will not be provided for completing the application.
2. Supplied by the competitor:
 - a. The advisor/instructor is responsible for assisting the competitors with submitting the eligibility letter and the certification letters. See “Eligibility” and the “Online Submission Requirements” for guidelines.
 - 1). Eligibility letter from a school official
 - 2). Certification letter confirming work was completed by students
 - b. Employment Portfolio
 - 1). All competitors must also submit a digital copy of their portfolio saved as a PDF file. The purpose of the “Online Submission Requirements” is for pre-conference evaluation. Failure to submit a digital copy of the portfolio that can be opened and

meets the required format may result in a loss of points. See “Online Submission Requirements” below for guidelines.

- a.) A hard copy of the portfolio must also be brought to the application and interview portions of the competition.
- c. Backup of digital files saved on a USB flash drive. (Backup files will include copies of the online submission files: resume, portfolio and two letters.)
- d. All competitors must create a resume per competition guidelines. See “Online Submission Requirements” below for online submission guidelines.
 - 1). Competitors must also bring two (2) hard copies of their resume for the application and interview portions of the competition.

Note: All national competitors must also check for competition-specific updates and/or competitor preparation instructions on the SkillsUSA website at updates.skillsusa.org.

Note: A preliminary round will be conducted only when registrations exceed the capacity of the competition area(s). If conducted, the preliminary round will serve as an eliminator and a finals competition will be conducted.

PROHIBITED DEVICES

Cellphones, electronic watches and/or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

Penalties for Prohibited Devices

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be removed.

ONLINE SUBMISSION REQUIREMENTS

All SkillsUSA national competitors must submit their one-page single sided resume online. The deadline and link for online submissions will be published on <http://updates.skillsusa.org>.

Failure to submit any of the required online submission documents listed below by the established deadline will result in a 10-point penalty for each missing document. File(s) must open directly as a PDF file without additional software/application and/or permission status.

1. Competition-specific resume
2. Eligibility letter
3. Certification letter

4. A digital copy of their portfolio contents saved as a combined single PDF file. The online submission of scanned pages must be in the same order as the physical portfolio presented at the competition orientation.

Your submissions must be saved as individual PDF file types using the file name format of “Your Last Name_Your First Name_DocumentType.” For example, “Amanda Smith” would save the individual PDF submission files as:

- Smith_Amanda_Resume
- Smith_Amanda_Eligibility
- Smith_Amanda_Certification
- Smith_Amanda_Portfolio

OBSERVER RULE

The technical committee reserves the right to allow or prohibit observers into competition area(s). If allowed, no observer may enter or exit the competition area while a competitor is presenting. Observers are not allowed to talk to or make gestures to competitors. No videotaping or photography is allowed during the competition. All phones and electronic devices must be silenced and put away. The competition staff reserves the right to request any observer to leave if they are perceived as a distraction.

SCOPE OF THE COMPETITION

KNOWLEDGE PERFORMANCE

There is no knowledge test required in this competition. Competitors are required to take the SkillsUSA Professional Development Test.

SKILLS PERFORMANCE

This competition evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The competition consists of four (4) parts.

1. Pre-conference online submission of resume and employment portfolio
2. Receptionist’s evaluation
3. Completion of an employment application
4. A job interview

COMPETITION GUIDELINES

1. Competition orientation
 - a. Competitors will be assigned appointment times. Appointments may be randomly pre-assigned by the technical committee or drawn during the competition orientation.
 - b. Advisors or instructors must attend the orientation meeting with the competitor.
2. Portfolio preparation

- a. The portfolio is a collection of a competitor's abilities and accomplishments. A notebook or other type of binding may be used. The portfolio should be created as a final product to be used in applying for future employment.
 - b. The portfolio should be organized as follows:
 - 1). Title page — name, address, school, vocational goals, or type of job desired
 - 2). Table of contents
 - 3). Technical skills
 - 4). Work experience
 - 5). Activities: school, community, civic, etc.
 - 6). Publicity: copies of awards, newspaper articles, school paper articles, pictures, etc.
 - a.) Pictures or copies of pictures, clippings from other media
 - 7). Other: Any other items that reflect the student's abilities and accomplishments
3. Resume preparation
- a. Prepare a resume for competition. The resume must have a professional appearance and multiple pages are allowed. The resume must include:
 - 1). Name, address, phone number
 - 2). Career objective
 - 3). Education/training
 - 4). Work experience, listing present employment first, along with specific responsibilities or tasks involved. Volunteering also may be included in work experience
 - 5). Accomplishments, awards earned, certificates, involvement with school activities, civic organizations or clubs during school years
 - 6). References required.
4. Receptionist and application
- a. The first meeting is with a receptionist to complete the employment application.
 - 1). The competitor will approach the receptionist as though applying for a job and request an application.
 - a.) The application may be electronic or a printed application. If applicable, computers and instructions for completing an electronic application will be provided. Technical assistance will be provided for computer issues. **Note:** Assistance will not be provided for completing the application.
 - 2). Competitors may use their resume and portfolio to complete the application.
 - 3). The receptionist will note the time the competitor is provided with the application and the time the application is completed.
 - a.) A **penalty** of one (1) point will be assessed for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points).
 - b.) Technical issues will not count against the competitor's time.
 - 4). Competitors should apply for an entry-level position aligned with their occupational objectives.
 - a.) Competitors will use their own information, and all information must be as accurate as possible.

Note: Competitors should practice completing various types (paper and electronic) of employment applications, using their resume and portfolio.

- 5). Typical information requested on applications includes:
 - a.) Type of employment desired: What type of role is of interest, or what job is being sought?
 - b.) Education and training
 - c.) Memberships, clubs, community activity, school organizations (include membership in SkillsUSA)
 - d.) Certifications or other awards
 - e.) Work experience (include voluntary jobs)
 - f.) References
 - 6). Upon completing the application, competitors should return to the receptionist.
 - a.) The competitor will let the receptionist know the application is complete.
 - b.) The competitor will submit their resume and portfolio and return to the waiting area until called for an interview.
 - 7). The receptionist will score the competitor on greeting, introduction, and overall professionalism.
5. Job interview
- a. The interview with the judges will be approximately 10-15 minutes.
 - b. Judges will be given a copy of the resume and the portfolio for their review prior to the interview.
 - c. All competitors will be asked five questions. Three questions will be the same for each competitor, and two questions will be specific to the competitor's portfolio.
 - 1). Questions will be determined by the judges prior to the interview.
 - d. In preparation for the interview portion, the competitors should:
 - 1). Understand the importance of first impressions.
 - 2). Practice proper introductions, including handshaking, clearly providing name and purpose of the interview.
 - 3). Practice informal conversation including:
 - a.) Stating objectives
 - b.) Providing information
 - c.) Communicating clearly to the interviewer
 - d.) Listening skills to be sure the question is understood
 - e.) Learning to ask for clarification, if necessary
 - f.) Answering questions completely
 - 4). Practice expressing abilities confidently.
 - 5). Practice answering a variety of questions.

STANDARDS AND COMPETENCIES

EAP 1.0 – Create a professional portfolio that illustrates job knowledge and career readiness.

- 1.1. Brainstorm project ideas following a problem-solving process.
- 1.2. Break down project and task with timelines.
- 1.3. Establish work priorities.

- 1.3.1. Create a resume that outlines specific job responsibilities and transferable skills gained.
- 1.3.2. Research entry-level employment opportunities within career pathway.
- 1.3.3. Write a job-specific cover letter that documents competitor's work to potential employers.
- 1.4. Identify resources and standards for completing project.
 - 1.4.1. Request professional reference permission from teachers, mentors, supervisors, employers, and/or others.
 - 1.4.2. Obtain reference letters which document the personal qualities and professional skills that qualify the competitor for a position.
- 1.5. Anticipate and plan for possible obstacles and setbacks.
- 1.6. Employ technology to solve problems.
- 1.7. Overcome barriers and roadblocks.
- 1.8. Evaluate the finished project and make appropriate modifications.

EAP 2.0 — Greet receptionist and complete an employment application that meets industry standards.

- 2.1. Greet receptionist professionally.
- 2.2. Introduce oneself to the receptionist.
- 2.3. Complete the printed or electronic employment application within the allotted time limit.
- 2.4. Be prepared with all needed information to complete the application.
- 2.5. Review employment applications to ensure it is free of errors.

EAP 3.0 — Complete a job interview that meets industry standards.

- 3.1. Professionally introduce yourself.
- 3.2. Demonstrate knowledge of position applying for and personal history.
- 3.3. Respond to four to six questions from the judging panel in a clear and concise manner.
- 3.4. Demonstrate personal salesmanship by explaining qualities and experiences that will lead to professional success.
- 3.5. Articulate knowledge and understanding of SkillsUSA framework and how the Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics are applicable to successful employment and career advancement.
- 3.6. Use appropriate body language.
- 3.7. Check for understanding when articulating complex issues.
- 3.8. Practice active listening skills.
- 3.9. Manage presentation time limits.

EAP 4.0 — Project a professional self-image through attire and grooming.

- 4.1. Demonstrate a professional appearance in dress, good grooming, and personal presentation.
- 4.2. Display clothing that meets national standards requirement for competition.
- 4.3. Demonstrate good grooming in personal hygiene.
- 4.4. Wear clothing that fits well.
- 4.5. Present a wrinkle-free appearance.

EAP 5.0 — SkillsUSA Framework.

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. For more, visit:

www.skillsusa.org/about/skillsusa-framework/.

COMMITTEE IDENTIFIED ACADEMIC SKILLS

The technical committee has identified that the following academic skills are embedded in this competition.

Language Arts Skills

- Provide information in conversations and in group discussions.
- Provide information for oral presentations.
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information.
- Organize and synthesize information for use in written and oral presentations.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing.

CONNECTIONS TO NATIONAL STANDARDS

State-level academic curriculum specialists identified the following connections to national academic standards.

Language Arts Standards

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.ncte.org/standards.