

## Job Interview

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

### Competencies

Participants will apply at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holiday 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.

This event consists of three (3) parts:

- ▽ Letter of Application and Resume
- ▽ Job Application Form
- ▽ Interviews

**Please note: nothing is to be mailed to the state office.** One PDF file containing all materials should be submitted via our online submission tool.

### Business Education Curriculum Standards:

Career Development, Communication

### Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year. There is no limit to the number of entries that can be submitted by a local chapter.

### Procedure

This event consists of three (3) parts: submission of a letter of application with resume, completion of a job application form, and participation in a simulated interview(s).

All applications, letters of application, and resumes for each participant will be reviewed and screened by business professionals. Up to the top 20 applications will be eligible for interviews. Depending on the number of applications, a preliminary and finals interview may be scheduled. A posting of participants advancing to the interview process will be presented prior to the Opening Session of the State Business Leadership Conference.

### ***Pre-Conference Requirements***

The chapter adviser or designee must one PDF file via the online submission tool that includes all of the following items by the deadline:

1. A one-page letter of application (original of copy) for the participant addressed to:  
 Dr. Terry E. Johnson, Director  
 Human Resources  
 Merit Corporation  
 1640 Franklin Place  
 Washington, DC 20041

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2. A brief resume (original or copy) not to exceed two (2) pages. Photographs are not allowed.
3. The Job Interview Application ([available online at www.fbla-pbl.org](http://www.fbla-pbl.org)).

All copies of the above materials must be submitted in one PDF file via the online submission tool. The tab of the folder must be labeled with the participant's name, state, and event title.

A deduction of up to five (5) points will be made from the score of participants who submit materials by the deadline but do not adhere to the event guidelines for the submission of proper materials. All Job Interview materials must be submitted and received by the stated deadline. Materials received after this deadline will be disqualified.

Student members, not advisers, must prepare the letters of application and resumes. Local advisers should serve as consultants to ensure that the letters of application and resumes are well organized, contain substantiated statements, and are written in a business style.

### ***Letter of Application and Resume***

A letter of application and resume must be submitted. Each participant must apply for a business or business-related job with the Merit Corporation. The job must be one for which he/she is now qualified for or will be qualified for at the completion of the school year.

### ***Application***

Each participant must complete the Job Application Form and submit it with the letter of application and resume. The Job Interview application is now part of the portfolio submitted. The form can be downloaded from [www.fbla-pbl.org](http://www.fbla-pbl.org).

### ***Initial Interviews***

Based on preliminary review of the submitted materials, members scoring at an appropriate level will be invited to an initial interview. Participants will be divided into groups, depending on the number of entries. In the event that fewer than fifteen (15) members are invited to interview, all participants will proceed directly to Final Interviews.

Initial Interview Participants will be scheduled for a ten (10) minute interview. Professionals from business will conduct the interview. The interview times will be drawn at random from an impartial person in the event office. Judges will be provided with a copy of each participant's application materials. No additional items can be brought to the interview or left with the judges.

Based on the initial interview, letter of application, resume, and application form, a maximum of ten (10) finalists—an equal number from each group—will be scheduled for a final interview.

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### ***Final Interviews***

Participants in the final round will be scheduled for a fifteen (15) minute interview. All other procedures as outlines for the preliminary interviews will be followed for the final interview.



# Job Interview

## Pre-Screening Materials Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Letter of Application &amp; Resume</b>					
Clear and precise presentation of facts with logical arrangement	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
Educational/work preparation	0	1-3	4-7	8-10	
<b>Job Application Form</b>					
Clear and concise presentation of facts	0	1-3	4-7	8-10	
Neatness and legibility	0	1-3	4-7	8-10	
<b>Total Score</b>					<b>/50 max</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_

Judge's Name: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:



# Job Interview Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Presentation</b>					
Professional appearance (grooming and appropriate attire)	0	1 – 3	4 – 7	8 – 10	
Proper greeting, introduction, and closing	0	1 – 3	4 – 7	8 – 10	
Poise, maturity, and attitude	0	1 – 3	4 – 7	8 – 10	
Initiative and assertiveness	0	1 – 3	4 – 7	8 – 10	
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	0	1 – 3	4 – 7	8 – 10	
Communication skills	0	1 – 7	8 – 14	15 – 20	
Career knowledge and career plans	0	1 – 3	4 – 7	8 – 10	
Qualifications for the job	0	1 – 3	4 – 7	8 – 10	
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and application form)	0	1 – 3	4 – 7	8 – 10	
<b>Penalty Points</b>	Deduct up to ten (10) points for failure to fully follow the guidelines.				
<b>Dress Code Penalty</b>	Deduct up to five (5) points when dress code is not followed.				
<b>Total Points</b>					<b>/100 max.</b>

Name: \_\_\_\_\_

School: \_\_\_\_\_

Judge's Name: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments: