



## SKILL DEMONSTRATION EVENT

# Interviewing Skills

**Interviewing Skills**, an individual event, recognizes members for their ability to prepare employment materials and utilize job interviewing skills for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing Family and Consumer Sciences knowledge and skills. This event provides an opportunity for members to gain self-confidence and demonstrate job seeking skills.

### EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

### ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each category of this event. Entries at participating National Cluster Meeting locations will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member. Members must be affiliated at the time of event registration.
3. Participants must be registered to attend the National Cluster Meeting and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

### PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will:
  - be given a brief overview of the event
  - draw an identification number indicating the order of participation
  - review time schedule
2. take a timed, 10 question test on general FCCLA knowledge, based on information found on the FCCLA national website, [www.fcclainc.org](http://www.fcclainc.org).
3. At the designated time, the participant will be given up to 5 minutes to take a timed, 10 question test on general FCCLA knowledge. Participants are allowed to bring a pencil for taking their test.
4. At the designated time, an event volunteer will direct the participant to their interview table.
5. The individual participant will provide a completed resume and cover letter to the evaluator. No other presentation elements are allowed.
6. The evaluator has 5 minutes to review the documents, and 5 minutes to conduct the interview using a combination of common interview questions and questions generated by a review of the individual resume and cover letter.
7. Evaluator will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
8. Total time required for participation in this event is approximately 10 minutes including presentation, questions, and evaluator scoring.

### GENERAL INFORMATION

1. Participants must apply for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing the participant's current Family and Consumer Sciences knowledge and skills, and the position must match the participant's current level of education.
2. A table and 2 chairs will be provided (one for participant, one for evaluator). Multiple interviews will take place in the same room.
3. Spectators are not allowed to observe this event.
4. Participants are not allowed to discuss the event with other participants after competing. Doing so will result in disqualification.
5. Printable online certificates of participation will be available on the FCCLA national website. Participants placing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> will receive awards at the National Cluster Meeting during the Closing General Session.
6. Presentations may not be recorded or photographed, except by the official FCCLA photographer.
7. Participants should follow the approved conference dress code for participation in this event.

## INTERVIEWING SKILLS Specifications

### Testing

A 10-question test on general knowledge of FCCLA programs and activities will be given during participant orientation. This test will be scored and included in the final event points. The test will be timed and in case of a tie, the participant with the highest score and lowest time will receive the higher rank. The maximum time allowed for this test is 5 minutes.

### Cover Letter and Resume

Each participant will provide a cover letter and resume, reflecting their current skills and education. The job applied for must be for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing the participant's current Family and Consumer Sciences knowledge and skills, and the position must match the participant's current level of education.

Cover Letter	Maximum of one 8 ½" x 11" page in length, using appropriate layout, spacing, alignment, and letter format. Includes opening paragraph indicating position for which applying, and what is included with the letter; middle paragraph with strengths, skills, knowledge and personality characteristics highlighted; and closing paragraph with request for interview, providing contact information.
Resume	Maximum of two 8 ½" x 11" pages in length, using appropriate layout, spacing, alignment, and formatting, using reverse chronological order (most recent listed first). References are not required.
Overall Appearance and Neatness	Use consistent font style and appropriate font size for readability. Resume is typed, clean, and in good condition.
Resume Criteria	Include the following information: <ul style="list-style-type: none"> <li>• participant name and school contact information</li> <li>• career objective</li> <li>• education and training</li> <li>• work and volunteer experience, relevant skills</li> <li>• activities, honors and awards</li> </ul>
Spelling/Grammar	Use proper spelling, punctuation, capitalization, word usage, and grammar.

### Interview

The interview will be up to 5 minutes in length, using common interview questions and questions generated by review of the individual cover letter and resume.

Introduction and First Impression	Create a positive first impression by greeting evaluator with firm handshake, appropriate eye contact and smile, and initiates introduction. Include the name of the position in the introduction.
Gestures/Mannerisms	Use natural and appropriate gestures and movements during interview.
Posture	Maintain appropriate posture during interview.
Eye Contact	Maintain eye contact with evaluator throughout interview.
Voice	Speak with appropriate volume and articulation.
Appearance	Clothing meets the conference dress code and is neat, pressed, clean, and fits properly. Professional appearance and grooming.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation in interview responses.
Responses to Evaluator Questions	Provide clear and concise answers to interview questions.

# Skill Demonstration Events Point Summary Form **INTERVIEWING SKILLS**

Name of Participant \_\_\_\_\_

State \_\_\_\_\_ Participant # \_\_\_\_\_ Category \_\_\_\_\_

**DIRECTIONS:**

1. Make sure all information at top is correct. If the participant does not show, please write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the participant together.
3. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy.
4. Please check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
<b>Orientation/Holding Room</b> 0 or 5 points	<b>0</b> Did not arrive on time for participant orientation and/or competition	<b>5</b> Arrived on time for participant orientation and/or competition	
<b>Testing Score</b> (0-5 points)			
<b>Testing Time in minutes and seconds</b> (will be used in case of ties)			
<b>EVALUATORS' SCORES</b>			<b>ROOM CONSULTANT TOTAL</b> (10 points possible)
Evaluator 1 _____	Initials _____		<b>AVERAGE EVALUATOR SCORE</b> (90 points possible)
Evaluator 2 _____	Initials _____		
Total Score _____	divided by number of evaluators		<b>FINAL SCORE</b> (Average Evaluator Score plus Room Consultant Total)
_____	= <b>AVERAGE EVALUATOR SCORE</b>		
<b>VERIFICATION OF FINAL SCORE AND RATING</b> (please initial)			<b>FINAL RANK</b>

# INTERVIEWING SKILLS

## Rubric

Name of Participant \_\_\_\_\_

State \_\_\_\_\_ Participant # \_\_\_\_\_ Category \_\_\_\_\_

<b>COVER LETTER AND RESUME</b>						<b>Points</b>
<b>Cover Letter</b> 0-10 points	<b>0</b> Not provided	<b>1-2-3</b> Does not use appropriate layout, spacing/alignment, or format, or missing opening, middle or closing paragraph content	<b>4-5-6</b> Minimal information is provided but letter is not well written or organized, inconsistent formatting	<b>7-8-9</b> Appropriate layout, spacing/alignment and format. Opening, middle, and closing paragraphs contain required information	<b>10</b> Appropriate layout, spacing/alignment and format. Opening, middle, and closing paragraphs contain required information, is well written and organized and presents participant as strong candidate for position	
<b>Resume Organization</b> 0-10 points	<b>0</b> Not provided	<b>1-2-3</b> Name or contact information missing/unclear, sections not clear or missing, no clear patterns in how experiences listed	<b>4-5-6</b> Name and contact information incomplete, inconsistent section titles/dates/locations, inconsistent use of reverse chronological order	<b>7-8-9</b> Name and contact information listed on top, titles/dates/locations listed, reverse chronological order followed	<b>10</b> Name and contact information listed on top, section titles/dates/locations consistent and clear, experiences listed in reverse chronological order	
<b>Resume Content</b> 0-10 points	<b>0</b> Not provided	<b>1-2-3</b> Education section incomplete, no use of outcomes/accomplishments, too wordy, information irrelevant to position	<b>4-5-6</b> Education section unclear, statements repetitive or not well developed, ineffective descriptions, not targeted to position	<b>7-8-9</b> Education section complete, accomplishments included, concise wording, keywords/skills somewhat targeted to position	<b>10</b> Education section complete, well developed accomplishment statements, concise and descriptive wording used, keywords/skills targeted to position	
<b>Overall Appearance and Neatness</b> 0-5 points	<b>0</b> Damaged and unprofessional documents	<b>1-2</b> Documents are not neat, have inconsistent formatting, or illegible.	<b>3-4</b> Neat, legible, inconsistent formatting.	<b>5</b> Consistent style and formatting, neat, legible, and professional.		
<b>Resume Criteria</b> 0-5 points	<b>0</b> Contains 3 or less of listed criteria	<b>1-2</b> Contains 4-6 of the listed criteria	<b>3-4</b> Contains 7 of the 9 listed criteria	<b>5</b> Contains name, address, contact information, objective, education and training, qualification highlights, work history and relevant experience, activities, honors and awards		
<b>Spelling/Grammar</b> 0-5 points	<b>0</b> Extensive (more than 5) errors	<b>1-2</b> Some (3-5) errors	<b>3-4</b> Few (1-2) errors	<b>5</b> No errors		
<b>INTERVIEW</b>						
<b>Introduction and First Impression</b> 0-5 points	<b>0</b> No introduction or greeting	<b>1-2</b> Does not shake hands, minimal eye contact, does not initiate introduction	<b>3-4</b> Weak or overly strong handshake, adequate eye contact and smile, and initiates introduction	<b>5</b> Firm handshake, good eye contact and smile, initiates introduction, and includes name of position		

<b>Gestures/ Mannerisms</b> 0-3 points	<b>0</b> Inappropriate use of gestures or mannerisms	<b>1</b> Overuse of gestures or mannerisms	<b>2</b> Appropriate use of gestures/mannerisms	<b>3</b> Natural and appropriate use of gestures/mannerisms	
<b>Posture</b> 0-3 points	<b>0</b> Inappropriate use of posture, not professional	<b>1</b> Too stiff or too relaxed in posture	<b>2</b> Posture is appropriately used	<b>3</b> Posture indicates interest in interview and is professional	
<b>Eye Contact</b> 0-3 points	<b>0</b> Little or no eye contact	<b>1</b> Aggressive or unnatural eye contact throughout interview	<b>2</b> Inconsistent eye contact throughout interview	<b>3</b> Maintains appropriate eye contact throughout entire interview	
<b>Voice</b> 0-3 points	<b>0</b> Voice qualities not used effectively	<b>1</b> Voice quality is overly loud or quiet, not well articulated	<b>2</b> Voice quality is inconsistent in volume and articulation	<b>3</b> Voice quality is appropriate in volume and articulation	
<b>Appearance</b> 0-3 points	<b>0</b> Meets dress code, clothing is wrinkled or dirty, personal appearance/grooming is not professional	<b>1</b> Meets dress code, clothing is clean but not pressed or fits improperly, or inconsistent personal appearance/grooming	<b>2</b> Meets dress code, clothing is clean and pressed, personal appearance/grooming is mostly professional	<b>3</b> Meets dress code, clothing is pressed and clean, fits well, and personal appearance/grooming is professional	
<b>Grammar/Word Usage/ Pronunciation</b> 0-5 points	<b>0</b> Extensive (more than 5) grammatical or pronunciation errors	<b>1-2</b> Some (3-5) grammatical and pronunciation errors	<b>3-4</b> Few (1-2) grammatical and pronunciation errors	<b>5</b> No grammatical or pronunciation errors	
<b>Responses to Evaluator Questions</b> 0-20 points	<b>0</b> Does not answer questions or participate in interview	<b>1-2-3-4-5</b> Interview is brief, participant does not carry on a conversation or is unable to answer questions, does not understand position	<b>6-7-8-9-10</b> Participant answers most questions well, but without ease or accuracy	<b>11-12-13-14-15</b> Participant is poised, answers questions well, and gives appropriate responses	<b>16-17-18-19-20</b> Participant is confident and poised, personable, answers questions appropriately and without hesitation

VERIFICATION OF SCORE (please initial)

Evaluator \_\_\_\_\_

Room Consultant \_\_\_\_\_

Event Consultant \_\_\_\_\_

(90 points possible)

**TOTAL**

**Evaluator's Comments:**