



Employment Application Process, Action Skills

Career Competition

State Qualifying Exam: No

Career Cluster: Leadership

National Contest: Yes

Participation: Individual

Competition Description

To evaluate competitor’s readiness for applying for employment in their occupational areas and understanding the process and procedures required.

Tasks To Be Evaluated

This competition evaluates the understanding of the employment process a student will face in applying for positions in the occupational area for which he or she is training. The competition consists of two parts. The first is meeting the Personnel Manager and completing the employment application, and the second is the interview. The portfolio is to be submitted at the time of requesting the application from the Personnel Manager.

Clothing Requirement

National Requirement:

Class A: 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 dress shoes.

State Requirement:

National Requirement or Business Professional Attire

Provided by Competitor

- Two copies of his or her resume, one to be turned in at orientation, one for contest.
- Pen(s) for completing the employment application form.
- The competitors’ portfolio, which will be returned to the competitor after the interview. ***Note** portfolios can be picked up from HQ on Saturday

Provided by Technical Committee

- Employment application forms.
- Table and chairs for application completion.