

JOB INTERVIEW

This event recognizes PBL members who demonstrate proficiency in applying for employment in business.

Eligibility

Each chapter may submit individual who are members from active local chapters, on record in the national center as having paid membership dues by SBLC of the current school year.

Overview

This event consists of two (2) parts: a letter of application, résumé and a job application form; and an interview. Participants are required to complete all parts to be eligible to win an award.

- A letter of application, résumé, and job application must be submitted in six (6) folders prior to SBLC by
- Each participant must apply for a business or business-related job at a company of their choice. The job must be one for which he/she is now qualified, or for which he/she will be qualified for at the completion of the current school year.
- All participants will be scheduled for a fifteen (15) minute interview.

Letter, Résumé, Job Application

- Participants will apply for a position at a company of their choice.
- The state chair or designee must submit six (6) copies of the following items by the second Friday in May:
 - A one-page letter of application (original or copy) from the participant.
 - A brief résumé (original or copy) not to exceed two (2) pages.
 - Photographs are not allowed.
- A job application must be completed. Download the form at www.fbla-pbl.org, click on Phi Beta Lambda, click on competitive events.
- All copies of the above materials must be submitted in six (6) standard file folders. The tab of the folders must be labeled with the event title, state, participant's name and school. Include participant's name on all pages submitted. Materials must be received by March 19, 2012.

Mail materials to:

California PBL
ATTN: Danielle Tuason
PO Box 2629
Long Beach, CA 90801

- A deduction of five (5) points will be made from the score of participants who submit materials but do not adhere to the event guidelines for the submission of proper materials.
- Student members, not advisers, must prepare the letter of application and résumés.

Interview Guidelines

- A maximum of ten (10) finalists will advance to the final round.
- Participants will be scheduled for a ten (10) minute initial interview.
- Judges will be provided with a copy of each participant's application materials. No additional items may be brought into the interview.

Performance Competencies

- answer questions effectively
- demonstrate good verbal communication skills
- display self-confidence through knowledge of content and articulation of ideas

REFERENCE: Job Interview—Interview Final RATING SHEET-30