



CONTEST SCOPE

Contest Chair

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Reading Muhlenberg CTC

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Contest:

Employment Application Process (IEP)

Purpose:

To evaluate contestants' readiness in applying for employment in their career pathways and understanding the process and procedures required.

Clothing:

Professional attire appropriate for a job interview.

Equipment and Material:

Equipment/Tools/Materials Provided by Host School:

Equipment that will be provided to all students

- Personal Computer (If used for application)
- Printer
- Electronic Application Form (Fillable PDF document or a printed application)

Equipment/Tools/Materials Provided by the Contestant:

What should the contestant bring with them to contest:

- Contestant's career portfolio
- 3" X 5" Index Card (to include the necessary information needed to assist in completing the application.)
- Four copies of his/her resume
- Pen(s) for signing the employment application
- A letter from the appropriate school official on school letterhead stating that the contestant is classified under the provision of Public Law 105 - 17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations have restrictions on the release of this information may submit a letter on school letterhead for eligibility, which simply states: "I certify that (student name) meets the eligibility requirements for the SkillsUSA Championships Action Skills contest. Signed, (school official)."
The eligibility letter is to be presented to the contest chair at the contestant orientation meeting.

Upon entering the contest room, the contestant will present to the contest chair a 3" x 5" card with the following three items:

- a. The contestant's number

- b. The topic or purpose of the demonstration
- c. The contestant's training program

Scope of Contest

The contest consists of four parts:

1. Preparation and submission of a resume, four copies to be brought to competition.
2. Preparation and submission of a career portfolio, completed at home.
3. Completion of an employment application at time of contest. Thirty minutes will be allowed (penalty for exceeding the 30-minute time limit.) Application will be completed in front of and timed by the Human Resources Manager/Assistant (judge). NOTE: A 3" X 5" index card with necessary information may be used to assist the contestant when filling out the employment application.
4. Participation in an in-depth interview with the interviewers (judges), lasting approximately 15-20 minutes. Judges will be given the application, copy of resume, and the portfolio for review.

Additional Information

The career portfolio is an organized, professional hard copy collection of a contestant's abilities and accomplishments that could be used when applying for employment.