



# Washington Only Event

## CAREER PREP - HIGH SCHOOL

### OVERVIEW

High School participants conduct research on any entry-level STEM-related career and use this knowledge to prepare a letter of introduction and a chronological skills resume. Semifinalists participate in a mock interview.

Participants should prepare the letter and resume as if they just graduated from college, technical school or a certification program in the entry-level career which they researched. This is NOT designed for a job requiring 20 years of experience, or an upper management level. It is NOT designed for a job straight out of high school.

This event is designed for entry level jobs when you are just starting your career, and have completed your schooling/certification.

### ELIGIBILITY

Participants are limited to five (5) individuals per chapter.

This is a Washington-only event. Participants will not be eligible to move on to the National TSA Conference in this event.

✓ Ever wonder what it takes to have a great career in a technology-related field? This event provides the chance to find out first-hand!

### TIME LIMITS

- A. Research must be conducted during the current school year.
- B. Semifinalists participate in a mock interview of approximately ten (10) minutes.

### ATTIRE

TSA competition attire, as described in the National TSA Dress Code section of this guide, is required.

### PROCEDURE

- A. In preparation for this event, participants thoroughly research their selected career and must be able to answer job-specific questions. Students enter this event with the following scenario in mind:
  - 1. You have graduated from high school and have recently completed the appropriate level of education and training (four [4]-year college, technical school, certification and training, etc.) for an **entry-level position** that is required for successful employment in your selected career.
  - 2. Your training, education, and other qualifications for the entry-level position are realistic for successful employment in your chosen career and are reflected in your resume and letter of introduction.



- B. Participants report to the event area at the time and place stated in the conference program.
- C. Each participant brings a completed letter of introduction and resume to the event area. For security purposes, each participant should use fictitious home contact information, Social Security number, and telephone number when completing the documents.
- D. Entries are reviewed by evaluators to determine the twelve (12) semifinalists. Neither students nor advisors are present at this time.
- E. A semifinalist list in random order is posted.
- F. Semifinalists report to the event area at the time and place stated in the conference program to schedule and participate in a mock interview.

**When students participate in any TSA competitive event, they are responsible for knowing of all updates, changes, and clarifications related to that event.**

### REGULATIONS

- A. The resume and letter of introduction must be submitted prior to the event.
- B. The letter of introduction (which must include an opening, body, and conclusion) must be typed and is limited to one (1) single-sided, 8½" x 11" page.
- C. The resume must be typed and is limited to two (2) single-sided, 8½" x 11" pages.
- D. Each semifinalist brings extra copies of the cover letter and resume to their interview, for the judges.
- E. Only participants are allowed in the event area.

### EVALUATION

Evaluation is based on the quality of the resume, letter of introduction, and—for semifinalists—the mock interview. All scores carry over to the final score. Please refer to the official rating form for more information.



## STEM INTEGRATION

This event has connections to the STEM areas noted below. Please refer to the STEM INTEGRATION section of this guide.

Science, Technology, Engineering

## COMMON CORE STATE STANDARDS (CCSS) INTEGRATION

Please refer to the Common Core State Standards (CCSS) Integration section of this guide for more information.

## LEADERSHIP SKILLS

Leadership skills promoted in this event:

- Communication: Students communicate effectively to judges, or “employers,” in a genuine and convincing manner. Use leadership activities: *Communication Breakdown* and *Take Action*
- Creative thinking: Students create a fictional, yet realistic persona and background. Use leadership activities: *And the Next Contestant Is...* and *Fashion Forward*
- Organization: Students develop an organized, concise, informative resume and letter of application. Use leadership activities: *Report It* and *Story Creation*

Additional leadership skills promoted in this event:

- Ethics
- Self-esteem

## TSA AND CAREERS

This competition has connections to one or more of the career areas featured in the TSA AND CAREERS section of this guide. Use *The 16 Career Clusters* chart and the *TSA Competitions and Career Clusters* grid as resources for information about careers.

## CAREERS RELATED TO THIS EVENT

Careers will vary, based on the student’s area of interest.



## CAREER PREP EVENT COORDINATOR INSTRUCTIONS

### PERSONNEL

- A. Event coordinator
- B. Evaluators, two (2) or more for written entries
- C. Evaluators, two (2) or more for mock interviews (preferably the same evaluators who reviewed the written entries)
- D. Assistants, two (2)

### MATERIALS

- A. Coordinator's packet, containing:
  - 1. Event guidelines, one (1) copy for the coordinator and each evaluator
  - 2. TSA Event Coordinator Report
  - 3. List of evaluators/assistants
  - 4. Stick on labels for identifying entries
  - 5. Marking pens for evaluators
  - 6. Results envelope with coordinator forms
- B. Interview questions appropriate to the annual selection of technology-related careers
- C. Stapler and staples
- D. Tables and chairs for event coordinator, evaluators, and participants

### RESPONSIBILITIES

#### Resume and letter of introduction

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's packet. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.
- B. Inspect the area(s) in which the event is to be held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
- C. Meet with assistants and evaluators to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.
- D. For participants who violate the rules, the decision either to
  - i. deduct twenty percent (20%) of the total possible points or
  - ii. disqualify the entry, must be discussed and verified with the evaluators, event coordinator, and CRC manager, who all must initial either of these actions on the rating form.



### **Mock interview**

- A. Inspect the area(s) in which the interviews will be held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
- B. Meet with your evaluators to review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.
- C. Each student is interviewed by the evaluators.
- D. Evaluators review and determine the ten (10) finalists, discussing and breaking any ties.
- E. Submit the finalist results, and all related forms in the results envelope to the CRC room.
- F. If necessary, manage security and the removal of materials from the area.

# CAREER PREP

**2023 & 2024 OFFICIAL RATING FORM**
**HIGH SCHOOL**

## Letter of Introduction (40 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Evaluators: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points.)			
<b>Introduction</b> (X1)	Introduction fails to describe the participant, and/or does not clearly identify the position or reason for contact, and/or does not indicate how the position was discovered, and/or does not indicate interest, and/or does not grab the employer's attention.	Introduction describes many of the elements (e.g., participant description, how the position was identified, reason for applying, etc.) and briefly addresses others (e.g., how the position was discovered, interest level, etc.), resulting in an adequate introduction.	Introduction incorporates all elements—the participant, the position or reason for contact, how the position was discovered, and genuine interest in the position—and ultimately grabs the employer's attention.
<b>Body</b> (identification of skills) (X1)	Participant fails to identify any skills or qualifications, does not explain interest, and does not indicate how his/her skills would provide benefit to the company.	Participant indicates his/her skills, with a general explanation of how the skills relate to the position at hand; participant conveys interest, and briefly connects the skills to benefits for the company.	Participant provides one or two strong qualifications and clearly relates these skills to the job at hand; participant clearly explains how his/her interest and skills can benefit the company.
<b>Conclusion</b> (X1)	The conclusion does not include a thank-you to the employer and/or, does not note contact information, is not assertive, and/or lacks mention of follow-up after a given period of time.	The conclusion may or may not include a thank-you and follow-up to the employer with contact information; overall, it is adequate.	The conclusion includes a thank-you to the employer for his/her time and the applicant's contact information; it is assertive and mentions a method of follow-up within a given period of time.
<b>Overall writing quality and grammar</b> (X1)	Writing does not make sense; participant has written too much or too little; there are multiple spelling and grammatical errors.	Writing is average, and includes relevant information and content; it is somewhat convincing to an employer; there are minor spelling or grammatical errors.	Writing flows well, is clear, concise, and gets right to the point; it is convincing and contains no spelling or grammatical errors.

**SUBTOTAL (40 points)**

## Resume (30 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>Audience and purpose</b> (X1)	Resume does not address a particular audience; the purpose is not clearly stated; revision is needed.	Audience and purpose are generally implied; the resume is somewhat tailored to the employer.	Audience is clearly addressed and the resume is tailored to the employer; the purpose is clearly stated.
<b>Presentation and format</b> (X1)	Resume does not have a clear design format; headers are not used or are used incorrectly or inappropriately; resume does not use reverse chronological format.	Resume attempts (and partially succeeds) to use a reverse chronological format; headers are used for a somewhat professional and concise presentation.	Resume follows a reverse chronological format; it uses clear and appropriate headers to organize information; it has a professional appearance.
<b>Language and style</b> (X1)	Participant fails to use action words; phrasing is wordy and lacks focus, and/or phrases need revision to make them concise and clear.	Participant uses some action words and some concise and clear words in parts of the resume.	Participant consistently uses strong, clear, and concise words throughout the resume; clarity of expression is consistent.

**SUBTOTAL (30 points)**

Record scores in the column spaces below.



Rules violations (a deduction of 20% of the total possible points for the above sections) must be initiated by the evaluator, coordinator and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: \_\_\_\_\_

Semifinalist Interview (50 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
<b>Organization</b> (X1)	Participant is unorganized and unprepared for the interview; an illogical explanation of the career choice is presented.	Participant is generally prepared for the interview; an explanation of the career choice is communicated and generally organized.	Interview is logical, well organized, and easy to follow; the career choice is communicated in an organized and concise manner.
<b>Knowledge</b> (X2)	Participant seems to have little understanding of the concepts in the career choice; answers to questions may be vague.	Participant exhibits an understanding of the concepts in the career choice.	Participant shows clear evidence of a thorough understanding of the career choice.
<b>Delivery</b> (X1)	Participant is verbose and/or uncertain in the interview; participant's posture, gestures, and lack of eye contact diminish the interview.	Participant is somewhat well-spoken and clear in the interview; participant's posture, gestures, and eye contact are acceptable in the interview.	Participant is well-spoken and distinct in the interview; participant's posture, gestures, and eye contact result in a polished, natural, and effective interview.
<b>Articulation</b> (X1)	Interview is full of illogical thoughts that lack clarity, and/or there is insufficient information provided about the career choice.	Interview is somewhat logical, easy-to-follow, and/or there is sufficient information provided describing the career choice.	The interview is clear and concise, and there is ample information provided about the career choice.
			<b>SUBTOTAL (50 points)</b>

Rules violations (a deduction of 20% of the total possible points for the semifinalist section) must be initiated by the evaluator, coordinator and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: \_\_\_\_\_

(To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.) **TOTAL (120 points)**

Comments:

I certify these results to be true and accurate to the best of my knowledge.

Evaluator

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_