



Job Seeking Skills

Revised 07/2017

Purpose: To encourage Public Service Education students to develop and/or refine the skills necessary to apply for and obtain employment.

Description of Event: Competitors shall select a position relating to a Public Service career that is provided in these instructions only. Applying for any position not listed will be a disqualification.

Limit: 2 students per chapter

Dress Code: Appropriate dress to include; business attire, chapter uniform or other attire appropriate for the competition, or as directed by your chapter advisor.

Rules:

1. To be eligible for the competition a student must be enrolled in a secondary public service education program or a program completer as recognized by Florida Department of Education.
2. The competitor shall select one position prior to the conference and **“apply for this job.”**
3. The competitor must prepare a resume for the selected position and submit it online by January 31.
4. The resume must be typed and should consist of factual information about the student (include name, personal information, education, awards, and recognition, and employment experience). No other documents are to be submitted.
5. The applications will be scored before the competition and a list of qualified applicants will be posted online. (**Not everyone will get an interview**) Those applicants will then sign up for an interview online.
6. At the time of their interview the applicant shall introduce them self to the interviewer.
7. Observers are not allowed.
8. Should a tie occur within a section, judges will use scores on the rating sheets sections with the highest point value(s) in descending order, to break the tie.

Required Personnel:

One Chairman

One or Two Personnel Office Judge(s)

(Depends upon number of applicants)

Courtesy Corps members as needed

Facilities and Equipment:



Job Seeking Skills

Job Titles / Vacancies - Secondary

Public Service Jobs

Position	Public Service Agency
1. Patrol Officer	Miami Police Department
2. Communications Officer	Marion County Sheriff's Department
3. Crime Scene Technician	Daytona Beach Public Safety Department
4. Parking Enforcement Officer	Sarasota Police Department
5. Fire Fighter	City of Gainesville Fire Department
6. Volunteer Fire Fighter	City of Webster, Sumpter County



Job Seeking Skills Resume Rating Sheet

Student Number:

Judge:

Excellent =16-20

Superior =11-15

Good =6-10

Poor = 0-5

Resume:

Clear, concise presentation of facts, logical arrangement

Correct grammar, punctuation, spelling, acceptable business style

Excellent =16-20

Superior =11-15

Good =6-10

Poor = 0-5

Job Application Form:

Clear, concise presentation of facts

Neatness and legibility

Total Points



Job Seeking Skills Interviewer's Rating Sheet

Student Name: _____ Student Number: _____

Judge: _____

Excellent =16-20 _____ Superior =11-15 _____ Good =6-10 _____ Poor = 0-5 _____

Interview

Personal appearance (grooming and appropriate attire) _____

Proper greeting, introduction, and closing _____

Poise and maturity _____

Attitude and interest _____

Communication skills _____

Self-confidence, initiative, and assertiveness _____

Presentation of facts in an orderly manner _____

Qualifications for job _____

Eye contact _____

Knowledge of position _____

Total Points for interview _____

Total points for resume rating sheet _____



Grand Total Points

Job Seeking Skills Judge's Winner Sheet

1st Place School

Student

2nd Place School

Student

3rd Place School

Student

4th Place School

Student

5th Place School

Student

Florida Public Service Association, Inc.

