



## Job Seeking Skills

Revised 09/2018

**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. A resume can include, a cover letter, and only one written reference.
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
7. Teacher Assistant	Orange County School Board
8. Teacher	Leon County School Board



## Job Seeking Skills Resume Rating Sheet

Student Number:

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Judge:

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Excellent =16-20

Superior =11-15

Good =6-10

Poor = 0-5

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Resume:

Clear, concise presentation of facts, logical arrangement

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Correct grammar, punctuation, spelling, acceptable business style

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Excellent =16-20

Superior =11-15

Good =6-10

Poor = 0-5

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Job Application Form:

Clear, concise presentation of facts

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Neatness and legibility

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Total Points

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## 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

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2nd Place School

Student

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3rd Place School

Student

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4th Place School

Student

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5th Place School

Student

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