



OVERVIEW

Do you 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! Participants conduct research on a selected technology-related career according to a theme posted on the TSA website, and use this knowledge to prepare a letter of introduction and a chronological skills resume. Semifinalists participate in a mock interview.

ELIGIBILITY

One (1) individual per chapter may participate.

TIME LIMITS

Semifinalists participate in a mock interview of approximately ten (10) minutes.

LEAP

An individual LEAP Response is required for this event and must be submitted at event check-in (see LEAP Program).

ATTIRE

TSA competition attire is required.

PROCEDURE

Preliminary Round

1. Participants access the theme for the specific year's career found on the national TSA website under Competitions/Themes and Problems.
2. In preparation for this event, participants thoroughly research the identified career and must be able to answer job-specific questions.
3. Participants enter this event with the following scenario in mind:
 - You have graduated from high school and have 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.
 - 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.
4. Participants report to the event area at the time and place stated in the conference program.
5. Each participant brings and submits printed paper copies of the following documents at event check-in:
 1. A completed career/job-specific resume
 2. A letter of introduction (in a plain 9" X 12" envelope)
 3. A LEAP Response
6. Entries are reviewed by judges to determine the twelve (12) semifinalists. Neither students nor advisors are present at this time.



7. A list of twelve (12) semifinalist teams (in random order) will be posted.

Semifinal Round

1. Semifinalists report to the event area at the time and place stated in the conference program to schedule and participate in a mock interview.
2. The LEAP Response will be judged for semifinalists.
3. Ten (10) finalists will be announced during the conference awards ceremony.

REGULATIONS

Preliminary Round

- A. The job-specific resume, letter of introduction, and LEAP Response must be completed prior to the event.
- B. Participants should use fictitious home address and telephone number information when completing the documents, however, *correct participant names must be used.*
- C. The job-specific resume:
 1. Must be typed
 2. Is limited to two (2) single-sided, 8½" x 11" pages
- D. The letter of introduction:
 1. Must include an opening, body, and conclusion
 2. Must be typed
 3. Is limited to one (1) single-sided, 8½" x 11" page
- E. Each participant brings into the event area only the job-specific resume, letter of introduction (in a 9" x 12" envelope), and the LEAP Response. The envelope will be turned in to the event coordinator.
- F. Only participants are allowed in the event area.

Semifinal Round

- G. The LEAP Response:
 1. Participants document the leadership skills they have developed and demonstrated while working on this event, and on a non-competitive event leadership experience.
 2. Find the specific LEAP Response regulations in the LEAP Program section of this guide, and on the [TSA website](#).

EVALUATION

Evaluation is based on:

1. The quality of the resume
2. The quality of the letter of introduction
3. The mock interview and the content and quality of the LEAP Response (semifinalists only)

Refer to the official rating form for more information

STEM INTEGRATION

This event aligns with the STEM educational standards of Science, Technology, and Engineering.

CAREERS RELATED TO THIS EVENT

This competition has connections to one or more of the career areas featured in the TSA AND CAREERS section of this guide.

CAREER PREP

EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

- A. Event coordinator
- B. Judges:
 - 1. Preliminary Round: Two (2) or more for written entries
 - 2. Semifinal Round: Two (2) or more for semifinalist interviews (preferably the same judges who reviewed the written entries)
- C. Assistants, two (2)

MATERIALS

- A. Coordinator's packet, containing:
 - 1. Event guidelines, one (1) copy for the coordinator and each judge
 - 2. TSA Event Coordinator Report
 - 3. List of judges/assistants
 - 4. Stick-on labels for identifying entries
 - 5. 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, judges, and participants

RESPONSIBILITIES

- A. At the conference:
 - 1. Attend the mandatory event coordinator's meeting at the designated time and location.
 - 2. Report to the CRC room and obtain the coordinator's packet; check the contents.
 - 3. Review the event guidelines and check to see that enough judges/assistants have been scheduled.
 - 4. Inspect the area(s) in which the event is to be held for appropriate set-up, including room size, tables, chairs, etc. Notify the event manager of any potential problems.
 - 5. At least one (1) hour before the event is to begin, meet with judges and assistants to review time limits, procedures, regulations, evaluation, and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.
- B. Event Check-in:
 - 1. Check in the entries at the time and place stated in the conference program.
 - 2. Anyone reporting who is not on the entry list may check in only after official notification is received from the CRC.
 - 3. Late entries are considered on a case-by-case basis and only when the lateness is caused by events beyond the participant's control.
 - 4. Requirements for attire do not apply during check-in only on the first day of the conference.
 - 5. Each entry must include the student's identification number in the upper right-hand corner of the entry.



C. Preliminary Round:

1. Judges independently assess the entries.
2. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either
 - to deduct twenty percent (20%) of the total possible points in this round or
 - to disqualify the entry
3. Judges determine the twelve (12) semifinalists.
4. Review and submit the semifinalist results and all related items/forms in the results envelope to the CRC room for posting.

D. Semifinalist Round:

1. Meet with semifinalist judges and review time limits, procedures, and regulations. If questions arise that cannot be answered, speak to the event manager before the event begins.
2. Oversee semifinalist mock interviews.
3. Judges use the same official rating form for both the preliminary and semifinalist round of judging.
4. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either
 - to deduct twenty percent (20%) of the total possible points in this round or
 - to disqualify the entry
5. Judges independently determine the ranking of the ten (10) finalists and discuss and break any ties.
6. Review and submit the finalist results and all related items/forms in the results envelope to the CRC room.
7. If necessary, manage security and the removal of materials from the event area.



Participant/Team ID# _____

CAREER PREP

2018 & 2019 OFFICIAL RATING FORM

MIDDLE SCHOOL

Go/No Go Specifications

Before judging an entry, ensure all items are present; indicate presence with an "X" in the box. If an item is missing, leave the box blank and place an "X" in the box labeled ENTRY NOT EVALUATED; this disqualifies the entry and it is not to be judged.

- Event specific resume is present
- Letter of Introduction is present
- A completed LEAP Response is present
- ENTRY NOT EVALUATED

Criterion Performance Levels

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
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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.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

Letter of Introduction (40 points)

Introduction (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.
Body (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.
Conclusion (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.
Overall writing quality and grammar (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.

LETTER OF INTRODUCTION SUBTOTAL (40 points)

Event Specific Resume (30 points)

CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Audience and purpose (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.

Record scores in the column spaces below.



Event Specific Resume continued (30 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Presentation and format (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.
Language and style (X1)	Participant fails to use action words; phrasing is wordy and lacks focus.	Participant uses some action words and some concise and clear words in most of the resume.	Participant consistently uses strong, clear, and concise words throughout the resume.
EVENT-SPECIFIC RESUME SUBTOTAL (30 points)			
Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the evaluator, coordinator and manager of the event. Record the deduction in the space to the right. Indicate the rule violated: _____			
PRELIMINARY SUBTOTAL (70 points)			
Semifinal Interview (62 points)			
CRITERIA	Minimal performance 1-4 points	Adequate performance 5-8 points	Exemplary performance 9-10 points
Organization (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.
Knowledge (X2)	Participant seems to have little understanding of the concepts in the career choice; answers to questions may be vague.	Participant exhibits a general understanding of the career choice.	Participant shows clear evidence of a thorough understanding of the career choice.
Delivery (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 clear in the interview; participant's posture, gestures, and eye contact result in a polished, natural, and effective interview.
Articulation (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.
LEAP Response (10% of the total event points)	The individual's efforts are not clearly communicated, lack detail, and are unconvincing; few, if any, attempts are made to identify and incorporate the SLC Practices.	The individual's efforts are adequately communicated, include some detail, are clear, and are generally convincing; identification and incorporation of the SLC Practices are satisfactory.	The individual's efforts are clearly communicated, fully-detailed, and convincing; identification and incorporation of the SLC Practices are excellent.
SEMIFINAL INTERVIEW SUBTOTAL (62 points)			
Rules violations (a deduction of 20% of the total possible points for the semifinalist section) must be initialed by the evaluator, coordinator and manager of the event. Record the deduction in the space to the right. Indicate the rule violated: _____			
SEMIFINAL SUBTOTAL (62 points)			
(To arrive at the TOTAL score, add the PRELIMINARY SUBTOTAL and the SEMIFINAL SUBTOTAL.)			TOTAL (132 points)



Comments:

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

Evaluator

Printed name: _____

Signature: _____