

2025-2026 Competitive Events Guidelines

Job Interview (High School)



Job Interview challenges members to develop professional job application materials and demonstrate effective interviewing skills. This event includes pre-judged assets, along with a live interview to evaluate communication, poise, and readiness for the workplace.

Event Overview

Division	High School
Event Type	Individual
Event Category	Presentation
Event Elements	Pre-judged Asset and Interview

Educational Alignments

Career Cluster Framework Connection	Career Ready Practice
NACE Competency Alignment	Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

District

Vermont FBLA does not host district conferences.

State

See below for list of required competition items; Vermont FBLA requires the same items set by National FBLA at our State Leadership Conference. All competitors may present to the judges in a preliminary round.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
<ul style="list-style-type: none"> Conference-provided nametag Photo identification Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> Chair for Competitor

Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- Repeat Competitors:** Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top

2025-2026 Competitive Events Guidelines

Job Interview (High School)

10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.

- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - One individual or team event, and
 - One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Competitor Responsibility:** Only registered competitors are permitted to plan, research, prepare, and set up their presentations. Advisers and others may not assist.
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes:**
 - Some events may begin before the Opening Session.
 - All schedules are posted in local time for the NLC host city.
 - Schedule changes are not permitted.

Event Administration

This event consists of three phases: a pre-judged asset, a preliminary presentation (interview), and a final presentation (interview).

Pre-judged Asset Details: Cover Letter & Resume

Submission Deadline

- A PDF of the cover letter and resume must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- The competitor must select a job position that they are currently qualified for or will be qualified for by the end of the school year. The chosen position may be part-time, an internship, or full-time.
- Cover Letter Specifics
 - Must be no longer than one page.
 - Address the letter to: Dr. Terry E. Johnson, Director of Human Resources, Merit Corporation, 1640 Franklin Place, Washington, DC 20041
 - *Note: Merit Corporation is a fictitious company*

2025-2026 Competitive Events Guidelines

Job Interview (High School)



- Resume Specifics
 - Must not exceed two pages in length.
 - Should include the competitor's education, activities, awards/honors, and work/volunteer experience.
 - Photographs are not permitted on the résumé.
- Assets must be formatted to fit standard 8.5" x 11" paper.
- Links and QR codes are not permitted.
- Advisers or others may not assist in preparing the asset. It must be created entirely by the competitor(s).
- All content must be original and created specifically for this competition.
- *Note:* The assets do not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.

Judging & Ownership

- Assets will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

Preliminary Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The preliminary round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- No items may be left with the judges following the presentation.

Final Presentation Details: Interview

Timing Structure

- **Equipment Set-Up:** 0 minutes
- **Presentation:** 10 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 0 minutes

Advancement to Finals

- The top-scoring competitors from each preliminary section will advance to the final round in equal numbers.
- The number of competitors advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance

2025-2026 Competitive Events Guidelines

Job Interview (High School)



- 4 sections: Top 3 from each section advance
- 5 sections: Top 3 from each section advance
- More than 5 sections: Top 2 from each section advance

Venue & Format

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- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The final round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not Provided
- No technology may be brought to the interview.

Non-Technology Items

- No materials may be brought to the interview.
- Cover letters and résumés submitted by competitors will be provided to judges via the online rating sheet system.

Scoring

- The pre-judged asset score and preliminary presentation (interview) round scores will be added together to determine which competitors advance to the final round from each section.
- The final presentation (interview) score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.



2025-2026 Competitive Events Guidelines

Job Interview (High School)

- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.



2025-2026 Competitive Events Guidelines

Job Interview (High School)

Job Interview Pre-Judged Assets Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States job applying for	No job stated	Job stated does not match qualification	States job and shows match of job to qualifications	States job and shows match of job to qualifications with demonstrated experience	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism experiences, etc.	No self-promotion included	Describes skills and academic achievements, but no volunteerism/work experience included	Describes skills, academic achievements, and volunteerism/work experience	Describes multiple skills, academic achievements, and volunteerism/work experiences	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	No resume statement nor interview requested	States resume included but does not ask for interview	States resume is included and asks for interview	States resume is included, asks for interview, provides opportunity to request more information	
	0 points	1 point	2-3 points	4 points	
Resume: Targets job on cover letter	No job targeted	Targeted job does not match cover letter	Targeted job matches cover letter	Resume supports targeted job on cover letter	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	Resume is unreadable	Resume design is distracting	Resume is reader friendly	Resume is professional in design for targeted job	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, awards/honors, and volunteerism/work experience information	No education, activities, volunteerism, experience information listed	One-two sections included	Three sections included	Four or more sections support targeted job	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	Resume is longer than two pages	Information provided, but in paragraph form	Sections are clearly identified with organized information	Clearly identified and organized information in each section supports targeted job	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	Three or more errors	Two errors	No spelling errors, and not more than 1 punctuation or grammatical error	No spelling or grammatical errors, and not more than 1 punctuation error	
	0 points	1-2 points	3-4 points	5 points	
All directions followed	Cover letter longer than one page, not addressed correctly; Resume longer than two pages; photograph, link, or QR code included		Cover letter no more than one page, addressed correctly; Resume no more than two pages, no photograph, link, or QR code included; documents submitted as PDF		
	0 points		5 points		
Pre-judged Assets Total (50 points)					

Name(s):	
School:	Section:
Judge Signature:	Date:

Comments:

2025-2026 Competitive Events Guidelines

Job Interview (High School)

Job Interview Presentation Interview Rating Sheet					
Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Job Readiness & Qualifications <i>Selects a job aligned with current or near-future qualifications; demonstrates understanding of job duties and relevance to career goals.</i>	<i>No job is selected, or the job is unrelated to the competitor's skills, experience, or career interests.</i>	<i>Job is selected but only loosely aligns with the competitor's qualifications; limited understanding of job duties or career relevance is shown.</i>	<i>Job is appropriate based on current or anticipated qualifications; competitor shows a basic understanding of the role and its connection to career goals.</i>	<i>Job is thoughtfully selected and clearly aligned with current or near-future qualifications; competitor demonstrates strong understanding of job responsibilities and clearly connects the role to long-term career goals.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Interview Preparation & Research <i>Shows evidence of having researched the company or job and connects responses to that knowledge.</i>	<i>No evidence of research is presented; responses are generic and unrelated to the company or position.</i>	<i>Limited or superficial research is evident; minimal connection is made between responses and the company or role.</i>	<i>Research is apparent; responses include relevant information about the company or job and reflect a general understanding of the position.</i>	<i>Thorough research is clearly demonstrated; responses are tailored to the company and position, showing thoughtful insight and intentional preparation.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Response Quality & Critical Thinking <i>Answers questions thoughtfully and thoroughly, demonstrating problem-solving, decision-making, and self-awareness.</i>	<i>Responses are off-topic, incomplete, or show no evidence of critical thinking or self-awareness.</i>	<i>Responses are brief or vague, with limited explanation or reflection; minimal evidence of problem-solving or decision-making.</i>	<i>Responses are clear and mostly thorough, showing basic problem-solving and self-awareness with appropriate examples.</i>	<i>Responses are thoughtful, well-developed, and insightful; consistently demonstrate critical thinking, strong reasoning, and meaningful self-reflection.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation of Strengths & Experiences <i>Clearly articulates relevant skills, experiences, and accomplishments, providing specific examples when appropriate.</i>	<i>Does not mention any relevant skills, experiences, or accomplishments.</i>	<i>Mentions a few strengths or experiences, but lacks clarity or specific examples; connections to the job are unclear.</i>	<i>Clearly describes relevant skills and experiences, including at least one specific example to support qualifications for the position.</i>	<i>Articulates multiple strengths and accomplishments with strong, specific examples; clearly connects each to the job and demonstrates how they add value.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Career Goals & Motivation <i>Communicates short- and long-term career goals and enthusiasm for the position/industry.</i>	<i>Does not express any career goals or interest in the position or industry.</i>	<i>Career goals are vague or only short-term; limited enthusiasm or connection to the industry is shown.</i>	<i>Clearly communicates both short- and long-term goals with appropriate enthusiasm for the position or field.</i>	<i>Clearly articulates thoughtful short- and long-term goals, showing genuine passion for the position and industry; demonstrates a clear vision for the future and how the role aligns with it.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction, OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction, AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	<i>Did not demonstrate any of the listed skills</i>	<i>Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)</i>	<i>Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)</i>	<i>Demonstrated all skills, enhancing the overall presentation</i>	
	0 points	1-8 points	9-12 points	13-15 points	



2025-2026 Competitive Events Guidelines

Job Interview (High School)

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Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communication skills are excellent; nonverbal communication is natural	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: (All criteria must be met)			
		✓ No technology used ✓ Did not bring materials to the interview ✓ Did not leave materials behind after the presentation			
	0 points	10 points			
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (120 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:
Comments:					