

CAREER COMPARISONS

OVERVIEW

During the school year participants thoroughly research various technology-related careers that are associated with one of the given technology areas listed below. After documenting the research, each student submits a cover letter and resume for one (1) of the careers, and completes a job application on site. Finalists also participate in an on-site job interview.

Choose one (1) of the following technology-related career areas and research three (3) careers within that area.

- Bio-Technology
- Communications
- Energy and Power
- Engineering
- Manufacturing
- Medical
- Technology Education Teaching
- Transportation

PURPOSE

Prepare a notebook demonstrating research in three (3) different careers in a technological area. Prepare a resume and cover letter for one (1) of those careers, complete a formal job application for that career, and be prepared to participate in a mock interview as a finalist.

ELIGIBILITY

Entries are limited to (1) one individual per chapter.

TIME LIMITS

- A. Each participant is allowed fifteen (15) minutes to complete a job application.
- B. Finalist interviews are limited to ten (10) minutes.

ATTIRE

Professional dress as described in Competitive Events Attire is the minimum requirement.

PROCEDURE

- A. In preparation for this event, participants thoroughly research three (3) careers within the selected technology area and gain enough understanding to allow them to answer job-specific questions. Students enter this event with the following scenario in mind.
 1. You have graduated from high school and have the appropriate level of education and training (four-year college, technical school, certification and training, etc.) that is required for successful employment in your selected career.

CAREER COMPARISONS

2. Your training, education, and other qualifications are realistic for successful employment in your chosen career and are reflected in your resume and cover letter.
- B. Research should include at least one of the following, with proper documentation of the experience:
1. Job shadow
 2. Personal interview
 3. Volunteer effort
 4. Tour of facility
 5. Internship experience
- C. Participants report to event area at the time and place stated in the conference program.
- D. Each participant brings a completed resume and cover letter, and a black or blue ink pen with which to fill out a job application.
- E. Upon completion of the job application, participants turn in entries comprised of a resume, a cover letter, and job application.
- F. Entries are reviewed by evaluators to determine the ten (10) finalists. Neither students nor advisors are present at this time.
- G. A finalist list in random order is posted.
- H. Finalists report to the event area at the time and place stated in the conference program to schedule and participate in a mock interview.
- I. Participants pick up their notebooks from the display area at the time and place stated in the conference program.

REGULATIONS

- A. All notebooks must be complete before entering the event area.
- B. No materials other than a notebook and pen may be brought into the application room.
- C. The notebook should be a standard three (3) ring binder with 8 1/2" x 11" one-sided pages. Sheet protectors may be used.
- D. The notebook should contain the following sections in this order (dividers can be used between the sections and are not counted as pages):
1. Cover page with event title, conference site, conference dates, and individual ID number (identification numbers are issued on site and so may be hand written), one (1) page
 2. Brief description of each researched career, up to two (2) pages for each of three (3) careers
 3. Description and documentation of job shadow, personal interview, volunteer effort, tour, or internship, up to two (2) pages
 4. Resume, up to two (2) pages
 5. Cover letter, one (1) page
- E. Only participants are allowed in the event area. Should a participant finish before the allotted time, s/he is allowed to leave quietly but may not re-enter the event area.

EVALUATION

Evaluation is based on the individual components of the problem. All scores carry over into the final score.

CAREER COMPARISONS EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

- A. Event coordinator
- B. Evaluators, three (3)
- C. Assistants, two (2)

MATERIALS

- A. Coordinator's box, containing:
 - 1. Event guidelines, four(4) copies
 - 2. Official rating forms, thirty (30) copies
 - 3. List of entries with finalist report
 - 4. List of evaluators/assistants
 - 5. Marking pens for evaluators
 - 6. Finalist list for posting
 - 7. Results envelope
 - 8. Copies of blank job application for each participant
 - 9. Stapler and staples for stapling all pages together
- B. Tables and chairs for participants and evaluators

PROCEDURE

- A. Upon arrival at the conference, report to the CRC room and check the contents of the coordinator's box. Review the event guidelines and check to see that enough evaluators/assistants have been scheduled.
- B. Inspect the area or room in which the event is being held for appropriate set-up, including room size, chairs, tables, outlets, etc. Notify the event manager of any potential problems.
- C. One (1) hour before the event is scheduled to begin, meet your evaluators/assistants to review time limits, procedures, regulations and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.
- D. Entrants check in and start filling out the application upon arrival. Depending on space, participants may need to be rotated a few at a time.
- E. After inserting the application into the notebook, the entry number should be written on a sticker in the top right corner of the notebook's cover.
- F. Evaluators read and individually evaluate entries.
- G. Evaluators tally and turn in the rating forms. Any tie that affects the top three (3) places should be broken by using the highest average score for evaluative criteria.
- H. Prepare a list of ten (10) finalists and submit it to the CRC to be posted.
- I. Set a time for finalists to sign up for an interview.
- J. Make sure the interview room is set up correctly.
- K. Distribute the evaluators' materials.
- L. Compile specific interview questions that are relevant to each career. For participants who violate the rules, the decision either to deduct twenty (20) points or disqualify the entry must be discussed and verified with the evaluators, event coordinators, and a CRC manager. Secure the initials of the coordinator and manager on the rating forms.
- N. Evaluators submit their signed score sheets to the coordinator, who turn them into the CRC room with the top three (3) rankings.
- O. If necessary, manage security and the removal of materials from the event area.

CAREER COMPARISONS											
Official Rating Form	High School										
TEAM / CHAPTER #											
EVALUATIVE CRITERIA											
Research (25 pts) Evidence of research of three careers ---- 15 pts Other supporting Information ----- 5 pts Neatness, format, spelling, and punctuation - 5 pts											
Resume and cover letter (25 pts.) Organization ----- 5 pts. Content (clear, concise, pertinent ----- 10 pts. Neatness ----- 5 pts. Format, spelling, and punctuation ----- 5 pts.											
Job application (20 pts.) Completeness ----- 5 pts. Neatness, spelling ----- 10 pts. Knowledge of position ----- 5 pts.											
Rules violation (must be initialed by event coordinator and manager) ----- minus 20 pts.											
SUBTOTAL ----- 70 pts.											
Interview, finalists only (30 pts.) Introduction ----- 5 pts. Content of answers ----- 10 pts. Confidence, maturity, enthusiasm ----- 5 pts. Personal appearance (poise, posture, eye contact ----- 5 pts. Voice/language (grammar, clarity) ----- 5 pts.											
TOTAL ----- 100 pts.											
Evaluator's comment/notes:											
I certify these results to be true and accurate to the best of my knowledge.											
Evaluator's signature _____											