



2023-2024

Competitive Events Handbook



Employability Skills

Event Code

ES

Event Type

Individual Event

Let's Ace the Employability Skills Event!

Hey there, future job seekers! This event is your chance to shine by showing off your job application skills. Get ready to create a cover letter, resume, and rock an employment interview!

What's the Buzz?

Imagine you're applying for a real job – that's the deal here. You'll learn about the whole process, from writing a cover letter and resume to acing an interview.

Step by Step:

First things first, think about a job you're either trained for or getting trained for. It's gotta be a job you could actually apply for. Then, put together a one-page cover letter and a one-page resume. Make sure they are all about your real and actual work experience and education.

Your Game Plan:

Just put them together in a single PDF (Page 1: Cover Letter, Page 2: Resume) and send it to nca@jag.org with your name, state, and school. No other formats will be accepted.

Submit documents to nca@jag.org by March 15.

The Big Day:

Before you meet the judges, the event personnel will introduce you by name. Your 10-minute interview begins right after that. Keep an eye on the time – there'll be a one-minute warning. After your interview, the judges will have 3 minutes to rate your performance.

Show Your Best Side:

Handshakes are encouraged at the start and finish of the event. But please remember to not share the secret questions the judges ask. Be prepared to chat about the job you're applying for – the judges will ask questions about it.

Ready to Shine:

The evaluations on your cover letter, resume, and interview skills make up your score. The better you perform across all aspects the better your chances of winning!

Judge Rating Sheet

Cover Letter



Team: _____

Section: _____

Division: _____

Judge: _____

Judge Signature: _____

Time In: _____

Time Out: _____

Criteria	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
1. Content and Relevance	Lacks relevant information and is poorly organized. Fails to address the job requirements.	Contains some relevant information but lacks focus and coherence. Partially addresses the job requirements.	Clearly presents relevant qualifications, experiences, and skills tailored to the job. Addresses the job requirements effectively	Exceptionally well-structured and tailored to the job, highlighting qualifications, experiences, and skills perfectly matched to the position.	
2. Clarity and Conciseness	Poorly written with numerous grammatical errors and overly verbose. Difficult to understand.	Some grammatical errors and wordiness, making it somewhat challenging to read.	Well-written with minor grammatical errors, concise, and mostly clear.	Flawlessly written with impeccable grammar, highly concise, and exceptionally clear.	
3. Introduction and Conclusion	Weak or missing introduction and conclusion. Fails to engage the reader or summarize key points.	Has a basic introduction and conclusion but lacks impact. Provides a rudimentary summary.	Engaging introduction and conclusion that capture the reader's attention and summarize key points	Exceptionally engaging introduction and conclusion that leave a lasting impression and effectively summarize key points.	
4. Demonstrated Interest	Lacks evidence of research on the company and the position. Fails to express genuine interest in the job.	Provides limited evidence of research on the company and the position. Shows some interest but not strongly expressed.	Demonstrates good research on the company and the position. Expresses genuine interest in the job opportunity.	Demonstrates extensive research on the company and the position. Expresses strong enthusiasm and a deep understanding of the job opportunity.	
5. Customization	Generic and not tailored to the specific job. Could be used for any application.	Somewhat customized to the job but contains generic elements.	Clearly customized to the job with specific references to the company and job requirements.	Exceptionally customized to the job, with highly specific references that demonstrate a deep understanding of the company and its needs.	
6. Overall Impression	Lacks professionalism, clarity, and relevance. Fails to make a positive impression.	Shows effort but has room for improvement in terms of professionalism, clarity, and relevance.	Professionally presented and reasonably clear and relevant. Makes a positive impression.	Highly professional, clear, and relevant, leaving a strong, positive impression.	

Total Score
Out of 60 total points.

Judge Rating Sheet

Resume



Team: _____

Section: _____

Division: _____

Judge: _____

Judge Signature: _____

Time In: _____

Time Out: _____

Criteria	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
1. Formatting and Layout	Poorly formatted and cluttered. Lacks clear headings and organization.	Somewhat organized but could benefit from better formatting and structure.	Well-organized with clear sections, headings, and bullet points.	Exceptionally well-formatted, clean, and easy to navigate.	
2. Contact Information	Missing or incomplete contact information	Includes basic contact information but may have some errors.	Complete and accurate contact information, including phone, and email.	Contact information is perfectly presented and error-free.	
3. Objective Statement	Missing or poorly written objective statement that lacks focus.	Objective statement is present but vague or not well-aligned with the job.	Clear and well-focused objective statement that aligns with the job applied for.	Exceptionally well-crafted objective statement that precisely matches the job's requirements.	
4. Education	Lacks information about education or includes errors.	Provides some information about education but lacks detail.	Clearly presents educational history, including school names, graduation dates, and GPAs (if applicable).	Exceptionally detailed and accurate presentation of educational history, including relevant coursework or achievements.	
5. Work Experience	Missing or minimal work experience details.	Includes basic work experience but lacks depth and relevant details.	Clearly outlines work experience with specific job titles, dates, and responsibilities.	Exceptionally detailed work experience, highlighting accomplishments and skills gained.	

Judge Rating Sheet

Resume



Criteria	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
6. Skills	Lacks a skills section or includes irrelevant skills.	Includes some skills, but they are not well-defined or relevant to the job.	Clearly presents relevant skills, both hard and soft, that match the job requirements.	Exceptionally detailed skills section showcasing a diverse range of highly relevant skills.	
7. Achievements and Awards	Missing achievements or awards.	Includes some achievements or awards but lacks detail.	Presents relevant achievements and awards with descriptions and dates.	Exceptionally detailed achievements and awards section with clear descriptions and impact.	
8. Professionalism	Contains multiple errors, including grammar, spelling, and punctuation.	Contains some errors but is generally clear and understandable.	Few grammar, spelling, or punctuation errors.	Flawless grammar, spelling, and punctuation throughout.	
9. Overall Impression	Lacks professionalism, clarity, and relevance. Fails to make a positive impression.	Shows effort but has room for improvement in terms of professionalism, clarity, and relevance.	Professionally presented and reasonably clear and relevant. Makes a positive impression.	Highly professional, clear, and relevant, leaving a strong, positive impression.	

Total Score
Out of 90 total points.

Judge Rating Sheet

Employability Skills Interview



Team: _____

Section: _____

Division: _____

Judge: _____

Judge Signature: _____

Time In: _____

Time Out: _____

Statement of interest	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
1. Introduction <i>Utilized JAG's GNAP Process (Greeting, Name, Affiliation, Purpose)</i>	Competitor completed 1 of 4 of the skills.	Competitor completed 2 of 4 of the skills.	Competitor completed 3 of 4 of the skills.	Competitor properly introduced themselves: <ul style="list-style-type: none"> • Introduce yourself using JAG's GNAP proces • Firm handshake • Eye contact • Voice volume 	
2. Content of answers <i>Competitor shows willingness to volunteer information.</i> <ul style="list-style-type: none"> • Responds appropriately to every question. • Relates strengths and skills for the job. • Sounds professional in choice of vocabulary and description of personal strengths 	Competitor's responses were not relevant or did not connect to relevant skills and experience.	Competitor provided relevant responses, but did not use examples or tie responses to their relevant skills.	Competitor effectively responded to questions by sharing relevant skills and examples and demonstrated moderate enthusiasm.	Competitor effectively and enthusiastically responded to questions by sharing relevant: <ul style="list-style-type: none"> • Skills • Examples 	
3. Verbal Communication Skills <ul style="list-style-type: none"> • Volume • Tempo • Clear Communication • Proper Grammar 	Competitor utilized 0 or 1 of 4 skills consistently.	Competitor utilized 2 of 4 skills consistently.	Competitor utilized 3 of 4 skills consistently.	Competitor effectively and enthusiastically responded to questions by sharing relevant: <ul style="list-style-type: none"> • Skills • Examples 	
4. Non-Verbal Communication Skills <ul style="list-style-type: none"> • Eye contact • Purposeful Gestures • Open Stance 	Competitor did not properly utilize non-verbal communication skills.	Competitor utilized 2 of 3 skills consistently	Competitor utilized each skill but used them inconsistently throughout the interview.	The competitor efficiently utilized the three skills: <ul style="list-style-type: none"> • Displays comfortable eye contact • Displays confidence in their demeanor • Stand/sits up straight throughout the interview 	

Statement of interest	Fair 0-2	Average 3-5	Good 6-8	Excellent 9-10	Judge Score
5. Closing	Competitor did not ask any questions and the judges were left with minimal impression of job candidate.	Competitor asked a question but it was not relevant to the position.	N/A	Competitor asked at least one question that was relevant to the position, or a relevant follow-up to judges questions and left the judges with an overall positive impression.	
6. Overall Impression	The competitor appeared to be nervous and anxious during the presentation. It was evident they were excited; they just need more practice with presentations	Most of the competitor's posture, body language, and facial expressions indicated a lack of enthusiasm for the presentation. Movements were distracting.	The competitor exhibited some level of confidence in his/her presentation ability but seemed a little nervous.	The competitor presented with confidence. They were excited to share information about their future career of interest	
7. Meeting Time Requirements	N/A	The meeting slightly exceeded or fell short of the allocated time.	The meeting adhered precisely to the allocated time.	The meeting concluded earlier than the allocated time, allowing for additional discussion or activities	
8. Professional Attire	The attire is unsuitable and unprofessional for the context.	The attire shows some professional elements but lacks consistency.	The attire is suitable and professionally consistent.	The attire is exceptionally appropriate and demonstrates a deep understanding of professionalism.	

Notes:

Total Score
Out of 80 total points.