

CAREER EXPLORATION JOB MANUAL & INTERVIEW

SPECIAL NOTE: Two students are allowed per level per school to compete in this event.

Purpose:

The Career Exploration Job Manual will assist the student in gathering information to help make an informed decision on a career choice. It provides students with the opportunity to participate in written and verbal communications. They will demonstrate acceptable job interview behavior while dressed in proper business attire. The student will gain a better understanding of skills needed, job duties, job opportunities, educational and training requirements and the future job outlook for the individual area of exploration.

Description:

This contest is an individual event that consists of a career manual and an oral interview in addition to the competitive event portfolio. The career manual notebook will be completed and submitted in advance. The competitive event portfolio will be provided to judges at the time of the interview. **This contest is an individual event.**

Rules and Procedures:

1. The student indicates an interest in a particular career and with the CTI Coordinator's assistance, a plan is developed to research the career.
2. The career manual must follow the sub headings/page titles on the rubric.
3. The career manual cover must contain the following information:
 1. Name of Contestant
 2. Name of Competitive Event
 3. Contestant's Level (Level 1 or 2)
 4. School Name
4. The career manual will be due prior to the state conference on the date designated by the CTI Board of Directors.
5. The career manual will be evaluated at the CTI Spring Board Meeting and **12 finalists in each level will be chosen.** The manual will be reviewed for completeness. All contestants/coordinators will be notified of the results of the Board evaluations. If the manual does not contain all required items listed in the rubric or the cover page is completed incorrectly, the student will be eliminated from the competition at this point.
6. The finalists/coordinators will be notified of results prior to the State Leadership Conference.

Portfolio and Interview Procedures:

1. Manuals submitted by the deadline date to CTI State Office will be provided to the judges the day of competition.
2. Students must bring their competitive event portfolio and be dressed in professional attire for the interview. **Students and Coordinators should refer to the Career Exploration Manual and Interview Rubric for CTI competitive event portfolio requirements.**
3. Each qualifying contestant will be interviewed for 5-7 minutes by a panel of judges. Each contestant will be interviewed and career objectives of the contestant will be stressed along with employability/soft skills in the oral interview.
4. Contestants are to use factual information throughout the application process and Interview.
5. The project must be the original work of the student.
 - a. **Appendix E student project authenticity verification form-- MUST be included as the last page in the CTI competitive event portfolio or the student will be disqualified**

Suggested Interview Questions:

1. What are your favorite school subjects? Why?
2. What strategies do you use to succeed in the school subjects that you do not like?
3. What are your extracurricular activities?
4. What type of work do you like to do?
5. How would you like to be employed five years from now? Ten years?
6. What jobs could you do now without further training?
7. What is your career objective?
8. What type of career technology training are you taking?
9. What do you like most about this career technology area?
10. Do you like to work with other people or do you prefer to work alone?
11. What qualifications do you possess which will make you successful in the job?
12. Why do you want this job?
13. What do you consider to be your strengths?
14. What do you consider to be your weakness?