

CAREER EXPLORATION MANUAL

GENERAL CONTEST RULES:

The career manual will be the work of one student, **who must be a current 9th or 10th grader**. The manual should reflect a chosen career path of interest to the student.

All contestants will take the PDP test and this score will be used in the event of a tie.
All contestants will submit a resume.

PURPOSE:

The student must communicate technology/career education goals through development of a career manual. The student must be encouraged to thoroughly research and develop the skills needed for successful employment in that field. The student must present materials in a sequentially developed order.

ELIGIBILITY:

Open to one 9th or 10th grade SkillsUSA member per chapter.

SUBMISSION:

Contestant will submit a manual on site and be interviewed by a panel of judges.

CLOTHING REQUIREMENTS:

For Men:

Official red blazer or jacket, black dress slacks, white dress shirt, plain black tie with no pattern or SkillsUSA black tie, black socks, and black shoes OR Professional/business dress.

For Women:

Official red blazer or jacket, black dress slacks or skirt, with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone hose, and black shoes OR Professional/business dress.

GUIDELINES:

1. Student name, school, city and county **may be** listed in the career manual.
2. Career Manual page limit may not exceed 15 pages, **excluding** cover sheet, table of contents and sources of information.
3. Slides, tapes, visual aids and backboards must not be included.
4. The research must be complete and current.
5. The manual must be the product of the student.
6. Content topics must be in the following order:
 - a. Basic career information
 1. definition and/or history
 2. nature of the work and/or duties of the job
 3. working conditions
 4. education and/or training requirements
 5. skills, abilities and aptitudes for the job
 6. employment trends or job outlook
 7. current and projected salary
 - b. Personal career profile

1. high school program of study
 2. post secondary options
 3. paid or volunteer work experience
 - c. Interview of individual in chosen career field
 - d. Pamphlets and/or letters from potential training sites
 - e. List of potential job sites (pictures may be included)
 - f. Conclusion
 - g. Source of Information
7. Pictures, drawings and other artistic decorations may be used throughout notebook.

AWARDS:

Gold, Silver and Bronze medals will be awarded for 1st, 2nd, and 3rd place. The winner of this contest does not advance to the National SkillsUSA Leadership and Skills Conference.

EVALUATION CRITERIA:

1. Manual – 75%
2. Interview – 25%

CAREER EXPLORATION MANUAL

Items Evaluated	Possible Points																			
Appearance of Material:																				
Typed information (correct grammar & spelling)	4																			
15 Page Limit (excluding cover sheet, TOC and sources)	3																			
Bound in 3 Ring Binder	3																			
Organization of Materials:																				
<i>Basic Career Information</i>																				
Definition and/or history	2																			
Nature of work and/or duties of job	2																			
Working Conditions	2																			
Education and/or training requirements	2																			
Skills, abilities, and aptitudes	2																			
Employment trends or job outlook	2																			
Current and projected salary	2																			
<i>Personal Career Profile</i>																				
High School program of study	5																			
Post-Secondary options	5																			
Paid and/or volunteer work experience	5																			
Interview of Individual in Chosen Career Field	10																			
Pamphlets/letters	3																			
List of Potential Job Sites (pictures may be included)	5																			
Conclusion	15																			
Source of Information (pictures, drawings and other artistic decorations may be used throughout the notebook.)	3																			
Oral Interview																				
Knowledge & Accuracy of Project	10																			
Presentation Skills (eye contact, voice quality)	5																			
Employability Skills, Career Aspirations	5																			
Personal Appearance	5																			
Subtotal Points	100																			
Point Deduction																				
Dress Code Violation	-25																			
Exceeds page limit for notebook	-5																			
Total Points																				