

## OVERVIEW

Participants conduct research on a selected technology-related career according to a theme posted on the [TSA website](#), and use this knowledge to prepare a letter of introduction and a chronological skills resume. The required documentation is submitted online, pre-conference, as a multipage PDF document. Semifinalists participate in a mock interview for the on-site challenge.

## ELIGIBILITY

One (1) individual per chapter may participate.

## TIME LIMITS

### PRELIMINARY ROUND

1. All components of the chapter's entry must be finished, submitted, and accessible via the Internet by 11:59 p.m. EST on May 15th.
2. Entries received, or changes made to submitted entries after this deadline will not be judged.
3. Email verification of each team's entry will be made by June 10th.

### SEMIFINAL ROUND

1. Semifinalists participate in a mock interview of approximately ten (10) minutes.

## LEAP

An individual LEAP Response is required for this event.

## ATTIRE

TSA competition attire is required.

## PROCEDURE

### PRE-CONFERENCE

1. Participants research a selected technology-related career according to a theme posted on the [TSA website](#).

2. Participants prepare a letter of introduction and a chronological skills resume.
3. Participants submit the entry and the LEAP Response by 11:59 p.m. EST on May 15th. Submission information will be provided on the [TSA website](#) under Competition Updates.
4. Entries received, or changes made to submitted entries after this deadline will not be judged.
5. Email verification of each team's entry will be made by June 10th.

### PRELIMINARY ROUND

1. A list of twelve (12) semifinalist teams (in random order) will be posted on the first full day of conference.

### SEMIFINAL ROUND

1. Semifinalists report to the event area at the time and place stated in the conference program to schedule and participate in a mock interview.
2. **Simulating a real interview, semifinalists will bring with them an additional printed copy of their resume along with a LEAP response to the judges at the time of the interview.**
3. The LEAP Response will be judged for semifinalists.
4. Ten (10) finalists will be announced during the conference awards ceremony.

## REGULATIONS AND REQUIREMENTS

### PRE-CONFERENCE

- A. Participants access the theme for the specific year's career on the [TSA Website](#) under Competitions/ Themes and Problems.
- B. Participants 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 (i.e. college degree, technical school, certification and training, etc.) for an entry-level position that is required for successful employment in your selected career.

2. Your training, education, and other qualifications for the entry-level position are realistic for successful employment in your chosen career and are reflected in your resume and letter of introduction.
- C. In preparation for this event, participants thoroughly research the identified career and must be able to answer job-specific questions.
- D. The job-specific letter of introduction, resume, and LEAP Response must be completed prior to the event.
- E. Participants should use fictitious home address and telephone number information when completing the documents, **however, correct participant names must be used.**
- F. Each participant submits a PDF of:
  1. The letter of introduction:
    - a. Must be typed
    - b. Is limited to one (1) single-sided, 8½" x 11" page
    - c. Must include an opening, body, and conclusion
  2. The job-specific resume:
    - a. Must be typed
    - b. Is limited to two (2) single-sided, 8½" x 11" pages
  3. LEAP Response:
    - a. Participants document the leadership skills they have developed and demonstrated while working on this event and on a non-competitive event leadership experience.
    - b. Find the specific LEAP Response regulations in the LEAP Program section of this guide and on the [TSA website](#).

- G. The documentation must be finished, submitted, and accessible via the Internet by 11:59 p.m. EST on May 15th.
  1. Entries received, or changes made to submitted entries after this deadline will not be judged.
  2. A PDF of the team LEAP Response must be submitted with the event entry. The submission form will have a separate place to upload this response from the required documentation.
  3. Entries that require a request for access be granted will not be judged.

### SEMIFINAL ROUND

- A. Participants report to the place stated in the conference program at the designated time with:
  1. A hard-copy of the resume
  2. A hard-copy of the LEAP Response.
- B. Semifinalists participate in a mock interview.

### EVALUATION

1. The quality of the resume and letter of introduction.
2. The mock interview.
3. The content and quality of the LEAP Response (semifinalists only).

Refer to the official rating form for more information

### STEM INTEGRATION

This event aligns with the STEM educational standards of Science, Technology, and Engineering.

### CAREERS RELATED TO THIS EVENT

This competition has connections to one (1) or more of the career areas featured in the TSA AND CAREERS section of this guide.

# CAREER PREP

## 2020 & 2021 OFFICIAL RATING FORM

### MIDDLE SCHOOL

Judges: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline in the rating form, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an “adequate” score of 7 for an X1 criterion = 7 points; an “adequate” score of 7 for an X2 criterion = 14 points.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

#### Go/No Go Specifications

- Before judging the entry, ensure that the items below are present; indicate presence with a check mark in the box.
- If an item is missing, leave the box next to the item blank and place a check mark in the box labeled ENTRY NOT EVALUATED.
- If a check mark is placed in the ENTRY NOT EVALUATED box, the entry is not to be judged.

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- Documentation was submitted pre-conference and judged
  - A completed LEAP Response
  - ENTRY NOT EVALUATED

LETTER OF INTRODUCTION (40 points)				Record scores in the column spaces below.
CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
		1-4 points	5-8 points	9-10 points
<b>Introduction</b> (X1)	Introduction fails to describe the participant, and/or does not clearly identify the position or reason for contact, and/or does not indicate how the position was discovered, and/or does not indicate interest, and/or does not grab the employer's attention.	Introduction describes many of the elements (e.g., participant description, how the position was identified, reason for applying, etc.) and briefly addresses others (e.g., how the position was discovered, interest level, etc.), resulting in an adequate introduction.	Introduction incorporates all elements—the participant, the position or reason for contact, how the position was discovered, and genuine interest in the position—and ultimately grabs the employer's attention.	
<b>Body</b> (identification of skills) (X1)	Participant fails to identify any skills or qualifications, does not explain interest, and does not indicate how his/her skills would provide benefit to the company.	Participant indicates his/her skills, with a general explanation of how the skills relate to the position at hand; participant conveys interest, and briefly connects the skills to benefits for the company.	Participant provides one or two strong qualifications and clearly relates these skills to the job at hand; participant clearly explains how his/her interest and skills can benefit the company.	
<b>Conclusion</b> (X1)	The conclusion does not include a thank-you to the employer and/or, does not note contact information, is not assertive, and/or lacks mention of follow-up after a given period of time.	The conclusion may or may not include a thank-you and follow-up to the employer with contact information; overall, it is adequate.	The conclusion includes a thank-you to the employer for his/her time and the applicant's contact information; it is assertive and mentions a method of follow-up within a given period of time.	
<b>Overall writing quality and grammar</b> (X1)	Writing does not make sense; participant has written too much or too little; there are multiple spelling and grammatical errors.	Writing is average and includes relevant information and content; it is somewhat convincing to an employer; there are minor spelling or grammatical errors.	Writing flows well, is clear, concise, and gets right to the point; it is convincing and contains no spelling or grammatical errors.	
<b>LETTER OF INTRODUCTION SUBTOTAL (40 points)</b>				

EVENT SPECIFIC RESUME (40 points)				Record scores in the column spaces below.
CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
<b>Audience and purpose</b> (X1)	Resume does not address a particular audience; the purpose is not clearly stated; revision is needed.	Audience and purpose are generally implied; the resume is somewhat tailored to the employer.	Audience is clearly addressed and the resume is tailored to the employer; the purpose is clearly stated.	
<b>Presentation and format</b> (X1)	Resume does not have a clear design format; headers are not used or are used incorrectly or inappropriately; resume does not use reverse chronological format.	Resume attempts (and partially succeeds) to use a reverse chronological format; headers are used for a somewhat professional and concise presentation.	Resume follows a reverse chronological format; it uses clear and appropriate headers to organize information; it has a professional appearance.	
<b>Language and style</b> (X1)	Participant fails to use action words; phrasing is wordy and lacks focus.	Participant uses some action words and some concise and clear words in most of the resume.	Participant consistently uses strong, clear, and concise words throughout the resume.	
<b>Overall writing quality and grammar</b> (X1)	Writing does not make sense; participant has written too much or too little; there are multiple spelling and grammatical errors.	Writing is average and includes relevant information and content; it is somewhat convincing to an employer; there are minor spelling or grammatical errors.	Writing flows well, is clear, concise, and gets right to the point; it is convincing and contains no spelling or grammatical errors.	
<b>EVENT SPECIFIC RESUME SUBTOTAL (40 points)</b>				

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: \_\_\_\_\_

**PRELIMINARY SUBTOTAL (80 points)**

SEMIFINAL INTERVIEW (63 points)				Record scores in the column spaces below.
CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
<b>Organization</b> (X1)	Participant is unorganized and unprepared for the interview; an illogical explanation of the career choice is presented.	Participant is generally prepared for the interview; an explanation of the career choice is communicated and generally organized.	Interview is logical, well organized, and easy to follow; the career choice is communicated in an organized and concise manner.	
<b>Knowledge</b> (X2)	Participant seems to have little understanding of the concepts in the career choice; answers to questions may be vague.	Participant exhibits a general understanding of the career choice.	Participant shows clear evidence of a thorough understanding of the career choice.	
<b>Delivery</b> (X1)	Participant is verbose and/or uncertain in the interview; participant's posture, gestures, and lack of eye contact diminish the interview.	Participant is somewhat well-spoken and clear in the interview; participant's posture, gestures, and eye contact are acceptable in the interview.	Participant is well-spoken and clear in the interview; participant's posture, gestures, and eye contact result in a polished, natural, and effective interview.	

<b>SEMIFINAL INTERVIEW (63 points) – continued</b>					
<b>Articulation</b> (X1)	Interview is full of illogical thoughts that lack clarity, and/or there is insufficient information provided about the career choice.	Interview is somewhat logical, easy-to-follow, and/or there is sufficient information provided describing the career choice.	The interview is clear and concise, and there is ample information provided about the career choice.		
<b>LEAP Response</b> (13 points; 10% of total event points)	The individual's efforts are not clearly communicated, lack detail, and are unconvincing; few, if any, attempts are made to identify and incorporate the SLC Practices.	The individual's efforts are adequately communicated, include some detail, are clear, and are generally convincing; identification and incorporation of the SLC Practices are satisfactory.	The individual's efforts are clearly communicated, fully-detailed, and convincing; identification and incorporation of the SLC Practices are excellent.		
<b>SEMIFINAL INTERVIEW SUBTOTAL (63 points)</b>					
<p>Rules violations (a deduction of 20% of the total possible points in the semifinalist sections above) must be initialed by the evaluator, coordinator, and manager of the event. Record the deduction in the space to the right.</p> <p>Indicate the rule violated: _____</p>					
<b>SEMIFINAL SUBTOTAL (63 points)</b>					
<p>To arrive at the <b>TOTAL</b> score, add any subtotals and subtract rules violation points, as necessary.</p>				<b>TOTAL (143 points)</b>	

Comments:

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I certify these results to be true and accurate to the best of my knowledge.

**JUDGE**

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

# CAREER PREP

## EVENT COORDINATOR INSTRUCTIONS

### PERSONNEL

- A. Event coordinator
- B. Judges:
  - 1. Preliminary Round: Two (2) or more for written entries
  - 2. Semifinal Round: Two (2) or more for semifinalist interviews (preferably the same judges who reviewed the written entries)
- C. Assistants, two (2)

### MATERIALS

- A. Coordinator's packet, containing:
  - 1. Event guidelines, one (1) copy for the coordinator and each judge
  - 2. TSA Event Coordinator Report
  - 3. List of judges/assistants
  - 4. Results envelope with coordinator forms
- B. Interview questions appropriate to the annual selection of technology-related careers
- C. Stapler and staples
- D. Tables and chairs for event coordinator, judges, and participants

### RESPONSIBILITIES

#### PRE-CONFERENCE/PRELIMINARY ROUND

1. National TSA will collect entries until 11:59 p.m. EST on May 15th and send out receipt confirmations to participants. The results will be shared with the CRC manager, event coordinator, and assigned judges.
2. Review entries as they are submitted to the designated online storage utility.
3. Manage communication and pre-conference evaluation (at least two [2] or more judges should be recruited earlier in the year). Coordinate with the Judge Manager.
4. Judges determine the twelve (12) semifinalists and discuss and break any ties. Results will be posted on-site at the national conference on the first full day of conference.

#### AT THE CONFERENCE

1. Attend the mandatory event coordinator's meeting at the designated time and location.
2. Report to the CRC room and check the contents of the coordinator's packet.
3. Review the event guidelines and check to see that enough personnel have been scheduled.
4. Inspect the area(s) in which the event is to be held for appropriate set-up, including room size, tables, chairs, etc. Notify the event manager of any potential problems.
5. At least one (1) hour before the event is to begin, meet with judges and assistants to review time limits, procedures, regulations, evaluation, and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.

#### SEMIFINAL ROUND

1. Meet with semifinalist judges and review time limits, procedures, and regulations. If questions arise that can't be answered, speak to the event manager before the event begins.
2. Oversee semifinalist mock interviews.
3. Judges use the same official rating form for both the preliminary and semifinalist round of judging.
4. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and the CRC manager to determine either:
  - To deduct twenty percent (20%) of the total possible points in this round
  - To disqualify the entry

The event coordinator, judges and CRC manager must all initial either of the violations on the rating form.

5. Judges determine the ranking of the ten (10) finalists and discuss and break any ties.
6. Submit the finalist results and all related forms in the results envelope to the CRC room.
7. If necessary, manage security and the removal of materials from the event area.