



# JUDGES HANDBOOK

## COMPETITIVE EVENTS PROGRAM

### INTERVIEW EVENTS

Thank you for agreeing to share your time and knowledge with Ohio FBLA members at this year's State Leadership Conference.

As a judge, you will interact with Ohio FBLA's best and brightest members and evaluate the skills, knowledge, and projects they have been developing all year long. You provide valuable feedback and expertise based on your industry experience and determine who will advance to represent our State at the National Level. You help to ensure that our competitors get the most out of their experience here today.

This conference would not be possible without your generous commitment to our organization. On behalf of Ohio FBLA students, advisers, and our volunteer staff thank you for serving as a competitive events judge! We hope you are impressed by the quality of work of these students with a career interest in business. If you have any suggestions for improving this event or see any truly stand out students, please mention them to the competitive events coordinator, Benjamin Young.

### INCLUDED EVENTS

- FUTURE BUSINESS LEADERS
- JOB INTERVIEW



# INTERVIEW EVENTS

## JUDGING INSTRUCTIONS

FBLA's Competitive Events Program is aligned to industry-validated National Curriculum Standards set by the National Business Education Association (NBEA) in all business and business-related career clusters. These FBLA members have been qualified from their local school systems and represent the top performers in the state.

### EVENT OVERVIEW

- The event(s) you have agreed to judge involves an interview between the judges and the student as if they were applying for the job.
- The participants have previously completed and turned in their reference materials which will be provided in your judge's packets. However, students should also bring materials with them.
- The top-performing student(s) from each event will advance to National competition.

### GUIDELINES FOR THE PRESENTATION

- The objective of the student is to perform as they would in an interview for a real position.
- Students must furnish their own materials, resume, cover letter, etc.
- Students will have up to fifteen minutes to complete their interviews.
- Much of this time will be used by you to ask questions of them; however, participants should also ask appropriate questions of the judges.

### YOUR ROLE IN JUDGING THE PRESENTATION

- Carefully review the event guidelines and rating sheet, understanding your characterization as a judge. When it is time for you to begin seeing the participants, they will be brought to your judging area one participant at a time.
- When a participant is brought to your judging area, the interview time will begin immediately after introductions.
- Materials appropriate for the situation may be handed to you or left with you by the participants. Items of monetary value may be handed to but may not be left with the judges.
- Please do not provide any feedback to the participant at this time.

### TIPS & SUGGESTIONS

- Judge consistently and maintain the same expectations of participants throughout to ensure an equitable competitive environment.
- Consider amending scores as you see more entries in the same event and your standards evolve. The winner should be who you felt did the best regardless of their position in the order of competitors.
- To assist with the determination of winners, please avoid giving ties.
- Give as many written comments as possible. These truly help the students learn and prepare for next year.



1 PARTICIPANT



15 MINUTES