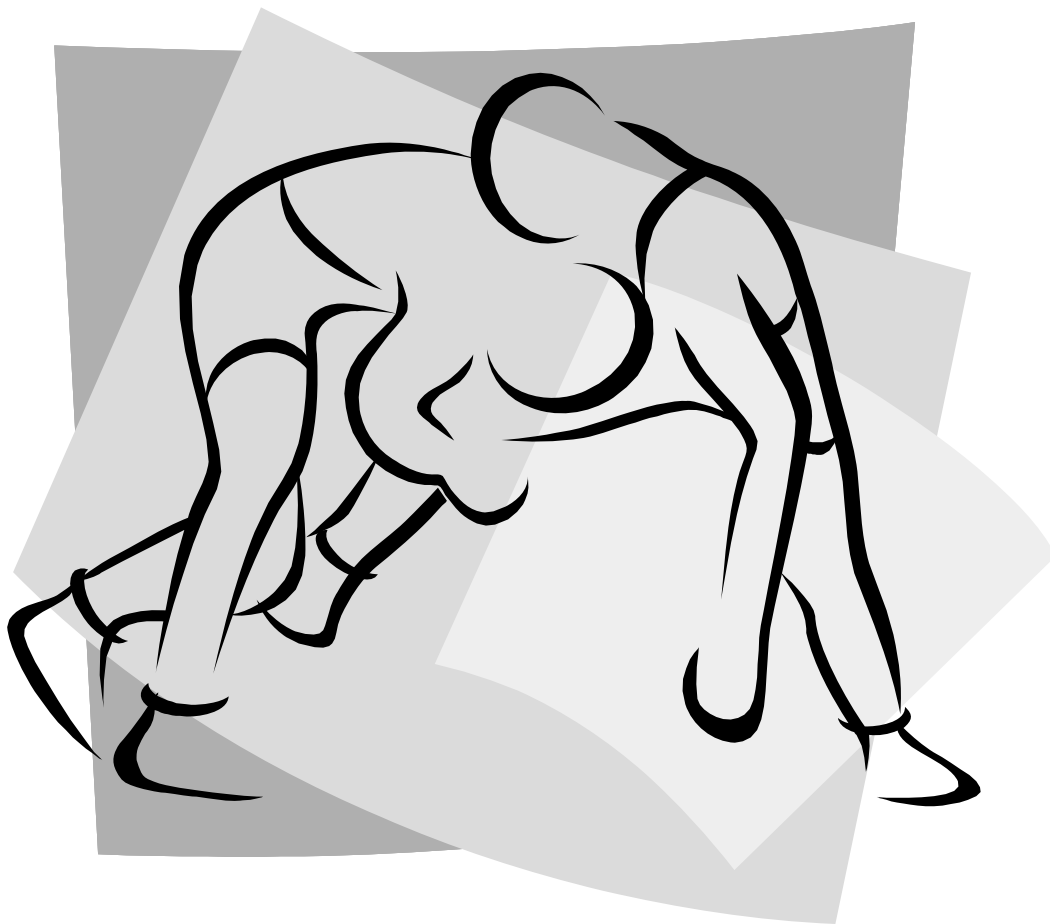


Take Down



The Competition

Leslie Watermeier, State Secretary

&

Alice Reynolds, State Parliamentarian

2006 Nebraska FBLA Fall Leadership Conference

Job Interview

First Impressions



First impressions are huge! Your potential employer will unconsciously form a hard-to-change opinion of you within the first **three seconds**, so make them count! Show your personality, dress appropriately, and have confidence.

Professional Attire

Wear professional attire and maintain a well-groomed appearance. If in doubt, it is always better to overdress than to under dress and to go with classic styles rather than trendy styles.

Business

Women

Pant/skirt suit - solid colors work best
Nice blouse or shell
Be feminine, but conservative
Closed-toe shoes work best
Non-flashy jewelry and makeup
Hose
Well-groomed hair



Men

Suit
Nice dress shirt
Matching tie
Dress shoes
Socks
Belt matching shoe color
Well-groomed hair



Casual Business

Nice blouse or polo
Be feminine, but conservative
Slacks, no jeans
Casual shoes, but not sandals
Non-flashy belts

Nice shirt or polo, no t-shirt
Slacks, no jeans
Belt matching shoe color
Casual shoes, but not sandals
Socks





Body Language



Your posture is also important in forming first impressions. For a confident appearance, sit up straight with your shoulders back and chin up. If your shoulders are slouched or you are looking at the ground, the interviewer may think that you lack confidence in yourself. Here are other nonverbal signals and what they imply:

Sitting with legs crossed, foot kicking slightly.....	Boredom
Arms crossed on chest.....	Defensiveness
Walking, hands in pockets, shoulders hunched.....	Dejection
Touching, slightly rubbing nose.....	Rejection, doubt, lying
Rubbing the eye.....	Doubt, disbelief
Locked ankles.....	Apprehension
Rubbing hands.....	Anticipation
Open palm.....	Sincerity, openness
Tapping or drumming fingers.....	Impatience
Steepling fingers.....	Authoritative
Patting/fondling hair.....	Lack of self-confidence
Tilted head.....	Interest
Biting nails.....	Insecurity, nervousness

Eye contact is extremely important! If you don't make eye contact with the interviewer, they may think you lack confidence or interest.



Resume

On average, employers only spend about **30 seconds** on each resume they are reviewing.



Resume writing tips:

- Before you start, outline your skills, abilities, work experience, and extracurricular activities on paper
 - Use action verbs!
 - Try to keep it to only one page
- Have a family member or friend proofread it





Writing the Resume

Contact Information. Put all your contact information at the top.
Name, address, telephone, and e-mail address

Objective or Summary. A brief statement about what type of work you're hoping to do. (i.e. To obtain an entry-level position in a computer store requiring knowledge of computers and good communication skills.)

Education. State your expected graduation date. List your GPA if it is higher than 3.0. Mention any academic honors.



Work Experience. List your most recent job first so you end with your first job. Include the title of the position, name of the organization, location of work (town, state), dates of employment, description of work responsibilities with an emphasis on specific skills and achievements.

Other Information. This could include special skills you have, leadership experience, participation in extracurricular activities both in and out of school, and honors you have received.

Formatting the Resume

- Font size should be between 10 and 14 points
- Use one standard font (i.e. Times New Roman, Arial)
- Avoid italics and underlined words
- Do not use graphics or shading
- Use white or off-white 8 ½ x 11 inch paper
- Only print on one side of the paper

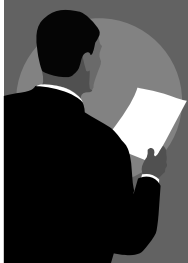
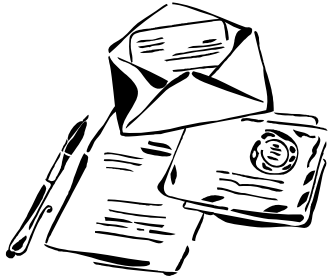


Be prepared to give your employer a list of references. But first make sure you have permission from your references to give out their name!

Cover Letter

Cover letters typically go along with your resume. They **complement**, not duplicate. It expresses your interest in the job, interprets what's on your resume, and adds a personal touch.

The format should follow a basic business letter format:

Your Name Address Phone Number Email Address		
Date		
Employer Name Title Address		
Dear Mr./Ms. Last Name		
First paragraph – tell them why you are writing. State what position you are applying for. Tell them how you found out about the opening.		
Middle paragraphs – tell them what you have to offer. Relate specific examples on how your skills/experience match the job you are applying for.		
Instead of one big block of text, use bullets or make several shorter paragraphs if necessary.		
Concluding paragraph – thank them for considering you, restate your interest in the position, and tell them how you will follow-up.		
Sincerely		
Your Name		

The Rules of a Handshake



1. Use Your Right Hand
2. Square Your Body
3. Target Your Grip
4. Mind Your Pumps

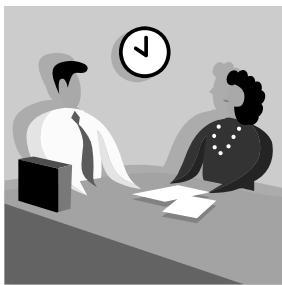
“In an interview, your handshake is a physical and emotional connection with your interviewer that must be *just right* to present the most favorable impression.”

Remember to...

Dry off your hands if you have sweaty or clammy hands.



Which Model is Correct?



The Interview

1. Become a Good Listener
2. Think Carefully
3. Speak Clearly
4. Stay on Subject
5. Never Argue With Your Interviewer
6. Watch Your Body Language
7. BE HONEST

Answering Properly

- Speak in complete sentences
- Answer questions that best show your qualifications for that particular job
 - Stay Positive
 - BE HONEST

Be ready to ask questions back!
What are some good questions to ask an interviewer?



Sample Interview Questions



Partner 1

Partner 2

Tell me about yourself.

What is your greatest strength?

Give me an example of a time you handled a conflict effectively.

If you were hiring somebody for this position, what qualities would you look for?

If you and all the other potential employees had the same background in education and experience, what would make me hire you over the others?

Where do you see yourself in 10 years?

Tell me about any leadership roles you have held.

How do you handle criticism?

What has been your biggest failure?

Describe your worst quality.

Are you competitive?

How would a teacher describe you?

Why do you feel you are the best candidate?

What is your greatest weakness?

Tell me about an accomplishment you are most proud of.

Are you more comfortable working as part of a team or individually?

Where do you see yourself in 5 years?

What are you looking for in a new job?

What are your career goals?

Do you feel you are ready to take on greater responsibilities?

Describe your best quality.

What motivates you?



More Interview Tips



- Arrive on time
- Introduce yourself in a polite manner
- Read company materials while you wait
 - Have a firm handshake
 - Use body language to show interest
- Smile, nod, give nonverbal feedback to the interviewer
 - Ask about the next step in the selection process
 - Thank the interviewer
- Write a thank you letter to anyone you have spoken to
 - *Think of an interview as a first date*

Do's

Answer briefly
Take your time forming answers
Bring up a weakness
Dress appropriately
Make eye contact
Research the position
Know your strengths – sell yourself!
Ask questions

Don'ts

Get flustered
Become defensive to feedback
Assume anything
Make negative remarks
Forget to listen
Leave questions unanswered
Be over-confident

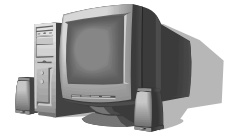
Competitive Events



New Events

- Digital Video Production – Digital Video on DVD
 - Electronic Career Portfolio – Portfolio
- Management Decision Making – Objective Test and Decision-Making Problem
 - Spreadsheet Applications – Application Test

Revised Events



- Accounting II – Objective and Application tests
- Global Business (formerly International Business) – Objective Test and Decision-Making Problem
 - Programming C++ – Objective and Program tests
 - Programming Java – Objective and Program tests
- Programming Visual Basics – Objective and Program tests



Existing Case Study Events

- Business Ethics – Decision-Making Problem
- Entrepreneurship – Objective Test and Decision-Making Problem
 - Emerging Business Issues – Decision-Making Problem
- Networking Design – Objective Test and Decision-Making Problem

Test Taking Tips



General

- Go over any material from practice tests, sample problems, homework, the textbook, class notes...
- Eat before taking any test
- Don't try and pull an all-nighter
- Make note cards/flash cards
- Use the restroom before taking a test



Multiple Choice

- Come up with the answer on your own before looking at the choices
- Eliminate wrong answers
- Read all the choices before choosing one
- A positive choice is more often correct than a negative choice
- Usually the correct answer is the one with the most information



True/False

- Watch for the words never, always, and every
- Watch for the words usually, sometimes, and generally
- If any part of the question is false then the answer is false
- If part of the question is true that doesn't mean it is true



Business Achievement Awards

The forms are online this year!

These awards are continuous, so once you finish one level you can move on to the next, all year round. Just be warned that sometimes the application form changes.

Future level - focuses on basic business skills, introduction to community service, and FBLA involvement at the local level. Recognition is at the local level.

Business level - focuses on local, regional, and state involvement; intermediate business skills; and leadership in the community. Recognition is at the local level.

Leader level - focuses on local, regional, state, and national involvement; advanced business skills, and community leadership. Recognition is at the SLC!



America level - focuses on total association leadership, business skills, and involvement in community. Pins are awarded during a Mountain Plains region meeting at NLC!

Contact Information and Resources

Alice Reynolds

State Parliamentarian

parliamentarian@nebraskafbla.org



Leslie Watermeier

State Secretary

secretary@nebraskafbla.org

Nebraska FBLA

<http://www.nebraskafbla.org>

Mountain Plains FBLA

<http://fbmp.fbla-pbl.org/default.asp>

National FBLA

<http://www.fbla-pbl.org>