

Career Exploration



FBLA Middle School Competitive Events Guidelines

2022–2023

Objective Test Events

Overview

These events consist of a 45-minute test administered during the National Leadership Conference (NLC).

Eligibility

Each state may submit two entries in each event. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year. These events are for individual competitors only.

NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

Business Etiquette
Career Exploration
Digital Citizenship
Exploring Computer Science
Exploring Economics
Exploring Technology
FBLA Concepts
Financial Literacy
Interpersonal Communication
Leadership
Learning Strategies
Running an Effective Meeting

Career Exploration

Objective Test Competencies

- Career planning
- Career goals
- Career pathways
- Job searches
- Job applications
- Cover letters
- Interviews
- Employability skills
- Resumes
- Aptitude
- Career interests

Objective Test Guidelines

- No materials may be brought to the testing site.
- No calculators may be brought into the testing site; calculators will be provided.
- Electronic devices must be turned off and out of sight.
- Bring a writing instrument.

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| Explain the Competency A: Career Planning | |
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| Task / Skill | 10% |
| 1. Determine the expenses that you will incur each month when you are on your own. | |
| 2. Calculate how much to spend on your lifestyle. | |
| 3. Determine minimum salary needs. | |
| 4. Explore occupations that earn the salary needed. | |
| 5. Define career research. | |
| 6. Explain the career information included in the "Occupational Outlook Handbook." | |
| 7. Determine personal strengths and weaknesses. | |
| 8. Describe job duties for different careers | |
| 9. Describe the training and education required for different careers. | |
| 10. Describe the work environment associated with a selected career. | |
| 11. Explain the importance of job outlook when selecting a career. | |
| 12. Explain work, licenses, and certification requirements for a selected career. | |
| Competency B: Career Goals | |
| Task / Skill | 10% |
| 1. Define a career goal. | |
| 2. Explain the importance of setting specific realistic career goals. | |
| 3. Match career goals to personal strengths. | |
| 4. Describe maps to reach career goals. | |
| 5. Explain the difference between short-term and long-term goals. | |
| 6. Explain how personal success is associated with choosing the correct career. | |
| 7. Define measurable career goals. | |
| 8. Explain the importance of writing goals down. | |
| 9. Visualize success associated with career goals. | |
| 10. Define professional networking. | |
| 11. Explain why it is important to share personal goals with individuals in your professional network. | |
| Competency C: Career Pathways | |
| Task / Skill | 10% |
| 1. Define a career pathway. | |
| 2. Explain the jobs needed to reach an ultimate career goal. | |
| 3. Define vertical and lateral growth or advancement associated with career paths. | |
| 4. Explain the frequency of changing jobs throughout a lifetime. | |
| 5. Define career transfers. | |
| 6. Define career promotions. | |
| 7. Explain the path through an industry or an organization. | |
| 8. Explain the relationship between individual and career development goals within a company. | |

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| 9. Explain how career values and personal benefits are influenced by career pathway choices. | |
| 10. Give examples of career pathways. | |
| 11. Define lifetime learning. | |
| 12. Explain how many career paths involve increasing levels of responsibility. | |
| 13. Describe how skill sets are associated with career pathways. | |
| 14. Explain why personal flexibility is an important factor to reach career pathway goals. | |
| Competency D: Job Searches | |
| Task/Skill | 10% |
| 1. Prepare documents (resume, cover letter, references, online resume) for the job search. | |
| 2. Polish online personal presentation. | |
| 3. Explain the importance of your professional network. | |
| 4. Set goals for job applications and interviews. | |
| 5. Understand the importance of sending effective business e-mail messages. | |
| 6. Explain the importance of fringe benefits associated with careers. | |
| 7. Describe online job searches. | |
| 8. Determine personal willingness to move to another location. | |
| Competency E: Job Applications | |
| Task / Skill | 10% |
| 1. Explain positive interview skills. | |
| 2. Describe types of job applications. | |
| 3. Explain the information required on a job application. | |
| 4. Outline the major parts of a resume. | |
| 5. Explain the reason and information for a cover letter. | |
| 6. Explain the purpose of a job application and the need to fill it out completely and accurately. | |
| 7. List the personal information you may be asked when applying for a job. | |
| 8. Explain the importance of truthful answers to questions asked on the interview. | |
| 9. Explain the differences between online and in-person job applications. | |
| 10. Explain why proofreading the application before submitting it is important. | |
| Competency F: Cover Letters | |
| Task / Skill | 10% |
| 1. Explain a cover letter. | |
| 2. Explain the reason for sending a cover letter for a job application. | |
| 3. Explain why a cover letter must be customized for different job openings. | |
| 4. Explain why research is important when writing a cover letter. | |
| 5. Describe key action words in cover letters to get the interviewer's attention. | |
| 6. Explain the format of a cover letter. | |

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| 7. Explain why it is essential to proofread the cover letter. | |
| 8. Define the information that should be included in the cover letter. | |
| Competency G: Resumes | |
| Task / Skill | 10% |
| 1. Define a resume. | |
| 2. List competencies (teamwork, responsibility, commercial awareness, decision making, leadership, communication, trustworthiness, problem solving, ethical standards) to include in a resume. | |
| 3. List the sections for effective resumes. | |
| 4. Describe the standard format for a resume. | |
| 5. Explain the importance of including work experience and internships in the resume. | |
| 6. Define 'work gaps' in the resume and strategies to fill those gaps. | |
| 7. List relevant keywords that should be included in an effective resume. | |
| 8. Define an objective for a resume. | |
| 9. Explain the importance of limiting a resume to one page. | |
| 10. Explain the differences between a chronological, functional, and combination resume. | |
| Competency H: Interviews | |
| Task / Skill | 10% |
| 1. List the documents and information needed when going on an interview. | |
| 2. Describe a professional dress code for a job interview. | |
| 3. Explain the importance of a firm handshake. | |
| 4. Explain cell phone protocol for an interview. | |
| 5. Explain the importance of arriving on time for the interview. | |
| 6. Explain waiting room procedures before going in to the interview. | |
| 7. Describe mannerisms that are negative during an interview. | |
| 8. Explain the importance of being on time to an interview. | |
| 9. Explain why the time of an interview makes a difference on results. | |
| 10. Explain the importance of sending a thank you immediately following the interview. | |
| 11. Explain the importance of greeting the receptionist or driver when going on an interview. | |
| 12. Explain conservative business clothing colors for an interview. | |
| Explain the Competency I: Employability Skills | |
| Task / Skill | 10% |
| 1. Explain the importance of clear communication skills. | |
| 2. Describe the importance of writing skills. | |
| 3. Explain the importance of proper netiquette. | |
| 4. Define soft skills needed for success. | |
| 5. Explain professionalism in the work place. | |
| 6. Explain the importance of teamwork at the work place. | |
| 7. Explain the need for critical thinking. | |

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| 8. Explain the importance of computer skills. | |
| 9. Describe the impact of motivation in the work place. | |
| 10. Explain the importance of flexibility to learn new skills. | |
| 11. Describe the impact of enthusiasm in the work place. | |
| Competency J: Aptitude | |
| Task / Skill | 5% |
| 1. Define aptitude. | |
| 2. Explain the relationship between aptitude and job description. | |
| 3. Explain how an aptitude assessment can help individuals choose a career. | |
| 4. Explain how aptitude tests are related to different job roles. | |
| 5. Define types of aptitude tests: cognitive ability, numerical reasoning, diagrammatic, situational, judgement, verbal reasoning, inductive reasoning. | |
| 6. Explain how human resource departments use aptitude tests to hire employees. | |
| Competency FK: Career Interests | |
| Task / Skill | 5% |
| 1. List informative resources to learn about different career interests. | |
| 2. Explain the impact of job shadowing and internships to learn about careers. | |
| 3. Explain the benefits of matching your interests to your career choice. | |
| 4. Describe how choosing a career is related to exploring personal interests. | |
| 5. Explain the difference between a job and a career. | |
| 6. Explain how to research educational requirements for different careers. | |
| 7. Describe the value of interviewing career professionals to learn more about your interests. | |

General Competitive Event Guidelines

The general event guidelines below are applicable to all FBLA Middle School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

All members and advisers are responsible for reading and following competitive event guidelines.

Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit two entries in all events.
- Each competitor can only compete in one event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. PLEASE NOTE that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.

General Competitive Event Guidelines

Repeat Competitors

- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (Annual Chapter Activities Presentation, Community Service Presentation).

Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed and determine the winner.

- **Performances:** Judges must break ties and all judges' decisions are final.

National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components must be received by 11:59 p.m. Eastern Time on the second Tuesday in May.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

National Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

General Competitive Event Guidelines

Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.