

2023-24 Competitive Events Guidelines

Future Business Executive



Future Business Executive is the premier competitive event where outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business are recognized. This competitive event consists of pre-judged materials, objective test and presentation (interview) components.

Event Overview

Division: Collegiate

Event Type: Individual

Event Category: Presentation

Event Elements: Pre-judge, Objective Test & Presentation (Interview)

Pre-judged Component: Resume and Cover Letter due May 7, 2024

Objective Test: 50 minutes, 100 questions

Presentation Time: 10-minute interview

NACE Connections: Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism

Equipment Provided by Competitors: Pencil and computer for objective test

Equipment Provided by FBLA: One piece of scratch paper per competitor for objective test

Objective Test Competencies

- Management
- Accounting
- Business Law
- Economics
- Finance
- Marketing
- Technology Concepts
- Organizational Behavior & Leadership
- Business Strategy
- Communication Techniques
- Global Business

Note: There is no test composition available for this objective test.

State

Check with your State Leader for state-specific competition information.

National

Policy and Procedures Manual

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on www.fbla.org.

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on April 15th of the current program year.

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- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel to be eligible to compete.
- Each state may submit four entries per event.
- Each member can compete in up to two individual/team events and one chapter event (Community Service Project or State of Chapter Presentation).
- Only competitors are allowed to plan, research, and prepare their pre-judged component.
- Each competitor must compete in all parts of an event for award eligibility.
- Picture identification (physical or digital driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for an objective test or presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive event schedules cannot be changed. Some competitive events start prior to the Opening Session of the NLC.

Recognition

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

Event Administration

- This event has a pre-judge, objective test, preliminary and final presentation round. If there are less than 15 competitors registered, the presentation component will proceed directly to the final presentation round.
- Pre-judged Materials
 - **Submission Deadline:** A PDF of the cover letter and resume must be uploaded in the conference registration system by May 7, 2024.
 - Cover Letter
 - Not to exceed one page.
 - Competitors will apply for a position at a company of their choice
 - Resume Specifics
 - Not to exceed two pages.
 - Should list the competitor's work, volunteer experience, and acquired skills
 - Photographs are not allowed
 - Competitors must prepare resume & cover letter. Advisers and others are not permitted to write the resumes & cover letters. Resumes and cover letters must be original, current, and not submitted for a previous NLC.
 - Pages must be formatted to fit on 8 ½" x 11" paper.
 - The pre-judge materials are pre-judged before the NLC.
 - Pre-judged materials will not be returned.
- Objective Test
 - **Test Time:** 50 minutes, 100 questions
 - This objective test is administered online at the NLC.
 - No reference or study materials may be brought to the testing site.
 - No calculators may be brought into the testing site; online calculators will be provided through the testing software.

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- Note: There is no objective test composition/question breakdown available for this competition.
- Preliminary Presentation – The Interview
 - **Interview Time:** 10 minutes (one-minute warning)
 - **Internet Access:** Not provided
 - The presentation (interview) is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area.
 - Competitors are randomly assigned to sections.
 - No materials can be brought to the interview.
- Final Presentation – The Interview
 - **Interview Time:** 10 minutes (one-minute warning)
 - **Internet Access:** Not provided
 - An equal number of competitors/teams from each section in the preliminary round will advance to the final round.
 - Final presentations are not open to conference attendees. The presentation will take place in a large, open area.
 - No materials can be brought to the interview.

Scoring

- The pre-judge, objective test and preliminary presentation (interview) scores will be added together to determine the finalists.
- The final presentation (interview) score determines the top winners.
- If less than 15 competitors, the pre-judge score and objective score will be added to the final presentation score to determine the winners.
- Objective test scores will be used to break a tie.
- Test Ties are broken by comparing the correct number of answers to 10 pre-determined questions on the test. If a tie remains, answers to 20 pre-determined questions on the test will be reviewed to determine the winner. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher.

Americans with Disabilities Act (ADA)

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

Recording of Presentations

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

Penalty Points

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation/interview time.

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Future Business Executive Pre-Judged Components Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Cover Letter: States award applying for	<i>No award stated</i>	<i>Award stated does not match qualification</i>	<i>States award and shows match of award to qualifications</i>	<i>States award and shows match of award to qualifications with demonstrated experience</i>	
	0 points	1 point	2-3 points	4 points	
Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.	<i>No self-promotion included</i>	<i>Describes skills and academic achievements, but no volunteerism or experience included</i>	<i>Describes skills, academic achievements, and volunteerism or experience</i>	<i>Describes skills, academic achievements, and multiple volunteerism or experiences</i>	
	0 points	1-3 points	4-6 points	7-8 points	
Cover Letter: States that the resume is included with the letter and asks for interview	<i>No resume statement nor interview requested</i>	<i>States resume included but does not ask for interview</i>	<i>States resume is included and asks for interview</i>	<i>States resume is included, asks for interview, provides opportunity to request more information</i>	
	0 points	1 point	2-3 points	4 points	
Resume: Targets job listed on cover letter	<i>No job targeted</i>	<i>Targeted job does not match cover letter</i>	<i>Targeted job matches cover letter</i>	<i>Resume supports targeted job on cover letter</i>	
	0 points	1 point	2-3 points	4 points	
Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes	<i>Resume is unreadable</i>	<i>Resume design is distracting</i>	<i>Resume is reader friendly</i>	<i>Resume is professional in design for targeted award</i>	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Includes education, activities, and volunteerism or experience information	<i>No education, activities, volunteerism, experience information listed</i>	<i>One section included</i>	<i>Two sections included</i>	<i>Three or more sections support targeted award</i>	
	0 points	1-3 points	4-6 points	7-8 points	
Resume: Brief, concise information	<i>Resume is longer than two pages</i>	<i>Information provided, but in paragraph form</i>	<i>Sections are clearly identified with organized information</i>	<i>Clearly identified and organized information in each section supports targeted award</i>	
	0 points	1 point	2-3 points	4 points	
Spelling & Grammar: Documents are free of spelling, punctuation, and grammatical errors	<i>Three or more errors</i>	<i>Two errors</i>	<i>No spelling errors, and not more than 1 punctuation or grammatical error</i>	<i>No spelling or grammatical errors, and not more than 1 punctuation error</i>	
	0 points	1-6 points	7-8 points	9-10 points	

Pre-judged Total (50 points)

Name(s):	
School:	
Judge Signature:	Date:

Comments:

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Future Business Executive Presentation Interview Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Illustrates participation and leadership experiences in FBLA	<i>Has not been involved in FBLA other than to pay membership dues and attend one state/national conference</i>	<i>Has limited participation in FBLA activities OR has had limited FBLA leadership opportunities</i>	<i>Can communicate participation in FBLA throughout high school and discuss leadership experiences in FBLA</i>	<i>Can explain how participation and leadership experiences in FBLA have transferred to other areas of life</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains participation in other school and/or community organizations	<i>No evidence of participation in other school and/or community organizations</i>	<i>Participates in only one additional school and/or community organization other than FBLA</i>	<i>Explains participation in other school and/or community organizations</i>	<i>Explains how participation in FBLA has complemented or enhanced other school and/or community organizations</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Explains and shows areas of outstanding achievement	<i>No other achievements outside of FBLA</i>	<i>Has limited areas of outstanding achievement other than FBLA</i>	<i>Can explain and show areas of outstanding achievement</i>	<i>Can explain how participation in FBLA has complemented or enhanced other areas of outstanding achievement</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Indicates understanding of career knowledge and career plans	<i>No career plans at this time</i>	<i>May have an idea for a career but has developed no solid plans OR obtained any career knowledge</i>	<i>Knows career plans and shows some evidence that the career knowledge has been obtained</i>	<i>Can discuss how the career plans were decided and how the plans will be achieved. Can also discuss how the career knowledge was acquired and how it will be used</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presentation Delivery					
Demonstrates proper greeting, introduction, and closing	<i>Competitor does not use proper greeting, introduction OR closing</i>	<i>Competitor greeting, introduction, OR closing was weak</i>	<i>Competitor has strong greeting, introduction AND closing</i>	<i>Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	<i>Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm</i>	<i>Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm</i>	<i>Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm</i>	<i>Competitor led the interview process and effectively used interview time</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates proper verbal and nonverbal communication skills	<i>Verbal AND nonverbal communication skills are inappropriate</i>	<i>Verbal and/or nonverbal communication skills are weak or distracting</i>	<i>All questions were clearly answered using good grammar and appropriate body language</i>	<i>Verbal communication skills are excellent; nonverbal communication is natural</i>	
	0 points	1-6 points	7-8 points	9-10 points	

Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)

Presentation Total (100 points)

Name(s):	
School:	
Judge Signature:	Date:

Comments:

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