



# **JOB INFORMATION MANUAL STATE ONLY CONTEST**

## **PURPOSE**

The purpose of this contest is to challenge career technical education students to analyze their chosen occupation/career and illustrate/portray the parts of the specific occupation in the form of a manual.

## **ELIGIBILITY**

The contest is open to all active Alabama SkillsUSA members both secondary and postsecondary. Contestants must have at least one instructor that is a paid SkillsUSA professional member. High School programs must have a min. of 12 paid members to participate. College programs must have a min. of 8 paid members to participate. Programs that have 20-29 paid members may send up to 2 teams to compete. Programs that have 30 or more paid members may send up to 3 teams to compete. No program (chapter) or school may send more than 3 teams. Membership deadline is Feb. 13th.

## **OBSERVER RULE**

Job Information Manuals will be displayed in the exhibit/display area at district and state competitions. No observer shall be present during the judging process.

## **SCOPE OF THE CONTEST**

Each affiliated chapter should allow every SkillsUSA member in all sections to enter at the local competition level. Then through a local elimination select the top three winners to represent their local chapter in the district competition. Each local chapter may enter up to (3) entries in the District competition. The top 4 finalist will be carried on to the State Conference by the committee. State judges will decide the state winners for the High School Division and the College Division.

### **General Rules:**

- 1. Students must be a paid member on an active roster prior to contest deadline.** To be verified by contest chairman.
- 2. Each student entry must pay registration for the State Conference if selected as a finalist at District or College Level.** To be verified by contest chairman.
- 3. The contest is open to Secondary and Post Secondary Divisions.** There is no separation of divisions for final judging.
- 4. One entry per student.** Only one design can be submitted by each student.



# JOB INFORMATION MANUAL

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### Specific Rules

- Each Job Information Manual will be limited to one volume of 100 pages (sheets) (200 surfaces when front and back are used) or less.
- There will be a 5 point penalty for each additional surface.
- Entries must be submitted in a SkillsUSA Notebook or SkillsUSA Scrapbook which can be obtained from the SkillsUSA Supply Service.
- No extra decorations will be allowed.
- There will be a 20 point penalty assessed for using a different kind of notebook or scrapbook or for altering the surface.
- Different pages may be substituted in the scrapbook/notebook and they may be covered with plastic and no penalty may be assessed.
- All work in each manual must be done by the contestant entering the manual. Coordinators, instructors, sponsors, advisors, and consultants may act in an advisory capacity only.

Manual must illustrate or portray the occupation (job), or some phase of the occupation (job), in which the student is training. Shall use suitable information, pictures, charts, graphs, samples, drawings, materials, and/or processes that will help illustrate or portray the occupation (job). *(Note: This is not intended to be a history of the occupation. Copying information out of reference books or cutting pictures out of a magazine should be done sparingly with care to give proper credit to the author and/or photographer.)* Personal narratives, and original drawings are always preferred. Computer generated drawings may be used, but these drawings must be developed by the constant. Each section of the manual shall be assembled, developed, and organized to reflect the ingenuity and creativity of the contestant.

Manuals shall include the following sections and be organized in the following sequence:

1. Student Resume that must include:
  - a. Job (Occupation, Trade, etc.)
  - b. Name of Student
  - c. Advisor's Name
  - d. Name of School
  - e. City and State
2. Description of Job
3. Qualifications needed for the Job
4. Operations (skills) involved in the Job
5. Responsibilities of the Job
6. Advantages of the Job
7. Disadvantages of the Job
8. Job Outlook for Alabama
9. Salary Expectations
10. Opportunities for advancement



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### **Disclaimers**

SkillsUSA will not return any materials. All manual should be picked up before the awards session. Manuals that are not picked up, become the property of the Alabama SkillsUSA Association. The top 4 winners of each district will move on to the State finals. Registration for the State Leadership Conference will open the following Monday after the last District Conference. Failure to register for the State Leadership Conference will result in disqualification of entry. (If an entry is disqualified, then the entry will not be replaced by another entry.)

### **Registration & Submission**

The entries will delivered to the assigned contest area at the district competition. All other entries should be picked up before the awards session. College entries will be delivered to the designated booth at the State Conference.



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**Job Information Manual**

**Contestant# \_\_\_\_\_**

|   | Points      | Points  |
|---|-------------|---------|
| ITEMS EVALUATED                                   | Possible    | Awarded |
| <b>Student Resume</b>                             |             |         |
| Job (Occupation, Trade, etc.)                     | 20          |         |
| Name of Student                                   | 20          |         |
| Advisor's Name                                    | 20          |         |
| School/Chapter Name                               | 20          |         |
| County, City                                      | 20          |         |
| <b>Description of Job</b>                         | 100         |         |
| <b>Qualifications needed for the Job</b>          | 100         |         |
| <b>Operations (skills) involved in the Job</b>    | 100         |         |
| <b>Responsibilities of the Job</b>                | 100         |         |
| <b>Advantages of the Job</b>                      | 100         |         |
| <b>Disadvantages of the Job</b>                   | 100         |         |
| <b>Job Outlook for Alabama</b>                    | 100         |         |
| <b>Salary Expectations</b>                        | 100         |         |
| <b>Opportunities for advancement</b>              | 100         |         |
| SkillsUSA Knowledge Test Score (tie breaker only) |             |         |
| <b>TOTAL POINTS</b>                               | <b>1000</b> |         |