

# 2023-24 Competitive Events Guidelines

## Future Business Educator (Collegiate)



Future Business Educator Pre-Judged Rating Sheet					
Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Lesson Plan</b>					
<b>Business and Academic Standards</b>	<i>No standards identified</i>	<i>Standards are identified, but not business or academic related</i>	<i>Standards are identified, either business OR academic</i>	<i>Business standards are identified and connected to common core academic standards</i>	
	0 points	1-2 points	3-4 points	5 points	
<b>Objectives (Competencies &amp; Presentation Indicator)</b>	<i>No objectives listed</i>	<i>Objectives are identified, may not be specific &amp; measurable</i>	<i>Objectives are identified and are specific and measurable</i>	<i>Objectives are identified and relate to meaningful skills or concepts essential to student learning</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Outcome &amp; Measurement</b>	<i>No outcome or measurement listed</i>	<i>An outcome and measurement is listed</i>	<i>The measurement of the outcome reflects objectives</i>	<i>The measurement of outcome reflects a variety of assessment types and/or methods</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Resources &amp; Materials</b>	<i>Resources &amp; materials are not listed or not appropriate</i>	<i>Resources &amp; materials are listed, not effectively implemented</i>	<i>Range of resources and materials are listed with specific citation information</i>	<i>Resources and materials are selected and/or designed to meet diverse learning needs</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Instructional Activities</b>	<i>Plan of activities is so vague or generalized that it is unusable</i>	<i>Plan of activities lack elements or details for effective delivery</i>	<i>Plan of activities is clear and designed to promote critical thinking, problem solving or creativity</i>	<i>Plan of activities utilizes multiple strategies and includes guiding questions appropriate for engaging students in higher-level thinking</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Application Materials</b>					
<b>Cover Letter: States job applying for</b>	<i>No job stated</i>	<i>Job stated does not match qualification</i>	<i>States job and shows match of award to qualifications</i>	<i>States job and shows match of job to qualifications with demonstrated experience</i>	
	0 points	1 point	2-3 points	4 points	
<b>Cover Letter: Promotes self in letter – lists skills, achievements, volunteerism, experience, etc.</b>	<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	
<b>Cover Letter: States that the resume is included with the letter and asks for interview</b>	<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	
<b>Resume: Targets job</b>	<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	

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<b>Resume: Reader friendly – categories can be found easily, white space utilized, professional fonts and font sizes</b>	<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	
<b>Expectation Item</b>	<b>Not Demonstrated</b>	<b>Below Expectations</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Points Earned</b>
<b>Resume: Includes education, activities, and volunteerism or experience information</b>	<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 job</i>	
	0 points	1-3 points	4-6 points	7-8 points	
<b>Resume: Brief, concise information</b>	<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 job</i>	
	0 points	1 point	2-3 points	4 points	
<b>Spelling &amp; Grammar: All documents are free of spelling, punctuation, and grammatical errors</b>	<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	
<b>Pre-judged Materials Total (100 points)</b>					
Name(s):					
School:					
Judge Signature:				Date:	

Comments:

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Future Business Educator Presentation & Interview Rating Sheet					
Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Lesson Plan Presentation</b>					
Demonstrated knowledge of subject matter	<i>No knowledge of the subject matter demonstrated</i>	<i>Demonstrated limited understanding of the subject matter</i>	<i>Demonstrated understanding of the subject matter</i>	<i>Demonstrated extensive understanding of the subject matter</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material met the objectives of the lesson plan	<i>Presented material was not included</i>	<i>Presented material was included, but not connected to the lesson plan objectives</i>	<i>Presented material was included and connected to the lesson plan objectives</i>	<i>Materials meet the objectives and accommodate learner differences</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented material appropriate for audience and subject	<i>Activities/materials are not included or not appropriate for the grade level or topic</i>	<i>Activities/materials are included but do not give students clear opportunities for guided practice</i>	<i>Activities/materials are included and give students opportunities for practice</i>	<i>Activities/materials engage and motivate students with opportunities to demonstrate skills</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Presented interesting, motivating, and creative lesson plan	<i>Lesson plan is unorganized</i>	<i>Lesson plan is organized</i>	<i>Lesson plan is organized; and interesting, motivating, OR creative</i>	<i>Lesson plan is organized, interesting, motivating, and creative and presented professionally</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Lesson Plan Presentation Skills</b>					
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 closing</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	
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	<i>Does not answer questions</i>	<i>Answers are not relevant to questions asked</i>	<i>Answers are relevant to the questions asked</i>	<i>Answers are relevant and fully support knowledge of position/duties</i>	
	0 points	1-8 points	9-12 points	13-15 points	

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Relates previous experiences/activities with position's duties and skills necessary to succeed	No evidence of previous experience/activities	One previous experience/activity mentioned but not related to position's duties or skills necessary for success	One previous experience/activity mentioned and is clearly related to position's duties or skills necessary for success	Multiple previous experiences/activities mentioned and are clearly related to position's duties or skills necessary for success	
	0 points	1-8 points	9-12 points	13-15 points	
Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Possesses knowledge about the position and career field	No evidence of position or career field knowledge	Has limited knowledge of the organization or understanding of the position	Comprehensive knowledge of the organization or understanding of the position demonstrated	Extensive knowledge of both the organization and career field demonstrated	
	0 points	1-8 points	9-12 points	13-15 points	
Asks questions that demonstrate an interest in the organization and understanding of the position	No questions asked	Questions asked, but is not related to the organization or understanding of the position	Questions asked that are related to the organization or understanding of the position	Questions asked that are directly related to both the organization and understanding of the position	
	0 points	1-8 points	9-12 points	13-15 points	

Interview Skills					
Demonstrates proper greeting, introduction, and closing	Competitor does not use proper greeting, introduction, OR closing	Competitor greeting, introduction, OR closing was weak	Competitor has strong greeting, introduction, AND closing	Competitor is creative in their introduction of themselves and asks for or provides follow-up action in the conclusion	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates strong self-confidence, appropriate assertiveness, and enthusiasm	Competitor did not demonstrate self-confidence, assertiveness, OR enthusiasm	Competitor demonstrated minimal self-confidence, assertiveness, AND enthusiasm	Competitor used strong eye contact, appropriate assertiveness, AND enthusiasm	Competitor led the interview process and effectively used interview time	
	0 points	1-8 points	9-12 points	13-15 points	
Demonstrates proper verbal and nonverbal communication skills	Verbal AND nonverbal communication skills are inappropriate	Verbal and/or nonverbal communication skills are weak or distracting	All questions were clearly answered using good grammar and appropriate body language	Verbal communication skills are excellent; nonverbal communication is natural	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Staff Only:</b> Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
<b>Presentation Total (200 points)</b>					

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

Comments: