

William H. Turner Technical Arts High School



2017-2018

Senior Portfolio Manual



for

New Millennium High School Endorsement

In order to earn the New Millennium High School Endorsement, students must:

- Earn at least one occupational completion point earning a C or higher in the vocational courses.
- Participated in at least one work-based learning experience related to their vocational program. These may include On-the-Job training, internship, job shadowing, or an in-school enterprise.
- Meet all requirements for graduation with a high school diploma including passing the FCAT/EOCs.
- Show evidence of participation in a four-year career planning process through their completed career portfolio.
- Students must successfully complete a senior capstone project that includes a career-related research paper, which includes inquiry with an outside industry expert, and participate in a final demonstration of their career portfolio and career research before a panel of outside industry professionals.



Students who have earned the New Millennium High School Endorsement receive a blue cord, which they may wear at their graduation.

CAPSTONE CAREER PORTFOLIO

STUDENT MANUAL

William H. Turner
Technical Arts High School
10151 N. W. 19th Avenue
Miami, FL 33147
(305) 691-8324

Mr. Uwezo Frazier, Principal

Mr. Ramses Ancheta, Vice Principal
Mrs. Kenyetta Black, Assistant Principal
Mr. Patrick Curtis, Assistant Principal

Dr. Eugenie Anim, Academy Coordinator

Academy Leaders

Eugenie Anim, Academy of Business and Finance
Day Rawls, Academy of Criminal Justice
Pete Peterson, Academy of Entertainment Technology
Eugenie Anim, Academy of Information Technology
Marta Valdes, Academy of Medical Science
Rigoberto Mercado, Academy of Civil Engineering and Architectural Design
Everal Miller, Veterinary Science Agricultural Technology

Capstone Portfolio Committee Members

Uwezo Frazier, Principal

Mr. Patrick Curtis, Assistant Principal

Violetha Alexis, Language Arts

Tangela Allen, Language Arts

Dr. Eugenie Anim, Academy Coordinator/CTE

Barbara Brayack, Language Arts

Velma Eason, CTE

Catherine Childress, Testing

Rebeca Hernandez, Science

Cynthia Major, Language Arts

Ileana Medina, Electives

Everal Miller, CTE

Walter Peterson, CTE

Day Rawls, CTE

Rosalind Shipman, Activities

Jose Ugarte, Social Studies

Marta Valdes, CTE

Dr. Treesey Weaver, Language Arts

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SCHOOL MISSION

The mission of William H. Turner Technical Arts High School is to work collaboratively with all stakeholders to provide a rigorous curriculum that leads to high school graduation, college readiness, and industry certification for all students.

CAPSTONE OBJECTIVES

The Capstone is the culmination of four years of study at Turner Tech. All seniors will participate in the Capstone experience, which will include the production of a capstone research paper on your chosen career in your program of study, the opportunity to interview appropriate industry experts serving as mentors, the development of a career portfolio and an electronic portfolio and demonstration of mastery of knowledge and skills learned in your program of study to industry experts.

All seniors will complete the Job Application Portfolio following the guidelines given here. As a result of your participation in this project, you are expected to meet the following objectives:

- ❖ focus on a high interest career
- ❖ recognize the importance of remaining marketable in a diverse and changing labor market
- ❖ develop a career portfolios and/or a CD-ROM/electronic portfolio
- ❖ apply knowledge and skills learned in your program of study
- ❖ develop effective written and oral communication skills
- ❖ develop life-long skills such as goal setting, decision making, and time management
- ❖ apply critical thinking and problem solving skills
- ❖ demonstrate knowledge and skills before industry experts
- ❖ increase communication skills
- ❖ increase workplace skills
- ❖ develop networking skills

SECTION ONE: THE PORTFOLIO

The portfolio is a record of your achievements throughout your high school experience. It should contain evidence of career research and planning and continuous self-evaluation. You will use the portfolio to store items related to your academic and career technical training, work experience, and other accomplishments.



The ongoing journal/portfolio is a documentation of your individual progress and achievement. It should serve as an incentive for further achievement.

Portfolio Self-Assessment Grid

When assessing your portfolio, do you see:

Assessment	Yes	No
Quality and presentation		
Diversity of selections		
Creativity		
Visual appeal		
Completeness		
Professionalism		
Accuracy of information		
Directions were followed		
Documents were proofread for grammar, spelling, and punctuation		
Evidence of understanding of the portfolio assessment activity		
Evidence of growth		
Evidence of integration between academic and career technical subjects		
Evidence of self-assessment activities		
Evidence of good work		
Persuasiveness—best candidate for the job		

PORTFOLIO CONTENTS

Part 1: Professional Documents

- personal statement, college essay and/or autobiography (refer to your Language Arts teacher)
- cover letter (introducing resume for job application)
- resume
- reference sheet
- follow up/thank you letter (after job interview)
- letter of acceptance (for job position)
- letter of resignation (from internship/job position)
- job skills index
- job application (State of Florida, in Appendix)
- list brief description of conferences/workshops attended

Part 2: Letters of Recommendation

- one from a teacher
- one from a pastor or mentor
- one from an employer or community service supervisor
- More? No problem! (None from relatives or personal friends.)

Part 3: Certificates and Awards (high school)

- copies of certificates
- pictures of awards
- pictures of you accepting awards

Part 4: Community Service

- community service essay
- community service application
- community service log

Part 5: Capstone Research Paper

- completed and corrected research paper (including abstract, outline, works cited)

Part 6: School Documents

- transcripts/student credit history
- copy of most recent report card
- attendance certificates

Part 7: Samples of Work

Part 8: Reflective Pieces (optional)

- poetry
- monologues
- vignettes
- short stories

INCLUDE SAMPLES FROM

- ✓ Technical
- ✓ Language Arts
- ✓ Social Studies
- ✓ Science
- ✓ Mathematics
- ✓ Electives
- ✓ Dual Enrollment

CD ROM: Resume, cover letter, follow-up letter, acceptance letter, resignation letter, and Capstone research paper in electronic format.

A Few Notes

- If possible, tabs should be typed or printed neatly in black ink
- Everything should be typed
- Neatness and Organization are the keys to success

The Cover Letter

A well-written cover letter is extremely important in making a good first impression. Your cover letter should support your résumé, by motivating a prospective employer to review your résumé and to offer you an interview. A well-constructed cover does not simply repeat information in your resume. It should grab the prospective employer’s attention, demonstrate your passion for your line of work, establish your suitability for the position, and highlight any past work successes.

COVER LETTER FORMAT

<p>Source: Internet Public Library (http://www.ipl.org/)</p> <p>Your Street Address City, STATE Zip Code Date</p>	<p>Be sure to date letter.</p>
<p>Name of Person Title Company/Organization Street Address City, FL Zip Code</p>	<p>Address the letter to a specific person.</p>
<p>Dear Mr./Ms. _____:</p>	<p>Use a colon.</p>
<p>INTRODUCTION: State the reason for writing. Compliment the industry and the company. Show you have conducted some research on both. Name the specific position or type of work for which you are applying. (Mention the resource used in finding out about the opening: company, news media, friend, faculty.)</p>	<p>Single-space the body of the letter.</p>
<p>BODY: Explain why you are interested in working for this employer. Discuss your qualifications, educational background, work experience, and personal skills. Point out achievements that relate to the field and indicate that you enjoy that kind of work. Refer the reader to the enclosed resume.</p>	<p>Double space between paragraphs.</p>
<p>CLOSING: Indicate your desire for an interview. State that you will call on a specific day to see if an interview can be arranged at the person’s convenience. If you will be in their geographic vicinity only on a specific day, stress the importance of scheduling an interview on that day!</p>	
<p>Sincerely,</p>	<p>Quadruple space for your signature</p>
<p>Your Name (typed)</p> <p>Enclosure</p>	<p>Type “Enclosure” (Refers to your enclosed resume)</p>

Cover Letter Template

Your mailing address
City, STATE, and zip
Today's date

Your addressee's name
Professional title
Organization name
Mailing address
City, state and zip

Dear Mr. (or Ms.) last name:

Start your letter with a **grabber**—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. You should not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying “thank you.”

Sincerely yours,

Your handwritten signature in black ink

Your name (typed)

Enclosure: Resume

Source: Internet Public Library (<http://www.ipl.org/>)

Sample Cover Letter #1

444 Beach Street, #7
West Lakeland Park, AZ 12345
May 13, 2012

Mr. Frank Randall, Partner
Randall, Jerneys and Calpert Inc.
101 Stratford Drive
Tempe, AZ 12345

Dear Mr. Randall:

There is a reason why:

- Friends hand me the dinner bill to divvy up
- My checkbook always balances at the end of each month
- My three kids are never late for events
- Community groups look to me to organize events

I am a “detail person” — the kind of person you need as your administrative assistant.

For the last five years, I have handled all the scheduling, finances, and logistics for my family of five. It is time for me to get back into the corporate work force and put my organizational talents to use there.

I will contact you in the next few days to see if you or one of your associates needs an assistant.

Thank you!

Kimberly Lee

Enclosure: Resume

Sample Cover Letter #2

BRENDA J. WILSON

1703 Walnut Grove Avenue
Philadelphia, PA 19107

Office/Voicemail:
(215) 555-7983, ext. 2856
Residence/Message:
(215) 555-0911

August 12, 2012

Metropolitan Children's Hospital

Attn: Robin Boyd, Human Resources
P. O. Box 411067
Philadelphia, PA 19002

Re: Director for Patient Financial Services

Dear Ms. Boyd:

I was very interested to see your advertisement for a Director of Patient Financial services in the *Philadelphia Inquirer* (8-11-12). I have been seeking just such an opportunity as this, and I think my background and your requirements may be a good match. My resume is enclosed for your review.

Of particular note for you and the members of your team as you consider this management placement are my strong accomplishments in **reducing outstandings** and **reorganizing accounting and collections functions** to achieve improved operating efficiency internally and improved cash flow for the institution as a whole.

Students: Please note this is a two-page letter.

Ms. Robin Boyd, Human Resources
Page 2
August 12, 2012

Consider the following:

- Reduced A/R days from 110 to 60.4.
- Reduced staff by 6.5 FTEs with concurrent increase in total departmental performance.
- Reduced patients' complaints with simultaneous increase in A/R collected.
- Improved cashflow by \$1.6 million per month.

Additionally, my contributions have been mainly achieved by improving information flow within the patient financial services function, improving patient financial services utilization of already available MIS services, and improving cooperation between patient services and admissions, UR, contracting, and medical records functions.

After fifteen years in patient accounting, I have a thorough understanding of every aspect of this function in a modern hospital/medical center setting. My current employer is very happy with my performance, but I view myself as somewhat of a troubleshooter, and most of the reorganizations initiated here have already come to fruition, so I am eager to consider new challenges.

If you are seeking a manager who stays abreast of her field, who understands technology, who earns 100% staff support, and who is as career-committed as it takes to achieve total success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest. I will call you within the week to answer any initial questions you may have, and to hear about your hiring process.

Thank you for your attention to these materials. I certainly look forward to exploring this further.

Yours truly,

Brenda J. Wilson

Enclosure

Source: Internet Public Library (<http://www.ipl.org/>)

The Resume

The resume is a selling tool that should outline your skills and experiences so an employer can see, at a glance, how you can contribute to the employer's workplace.

Your resume has to sell you in short order. While you may have all the requirements for a particular position, your resume is a failure if the employer does not instantly come to the conclusion that you "have what it takes." The first hurdle your resume has to pass--whether it ends up in the "consider file" or the "reject file"--may take less than thirty seconds.

The most effective resumes are clearly focused on a specific job title and address the employer's stated requirements for the position. The more you know about the duties and skills required for the job--and organize your resume around these points--the more effective the resume. Be brief. A one-page resume is usually appropriate unless you have more than ten years of relevant experience.

You will need information to write a good resume. Not just information about jobs you've held in the past, but also information to select the most relevant accomplishments, skills and experience for THIS position. The more you know about the employer and the position, the more you can tailor your resume to fit the job.

The **chronological resume** presents your education and work experience in reverse chronological order (most recent listed first). Be sure to include relevant accomplishments or achievements. Be sure to use action words communicating your ability to take initiative and make significant contributions to the workplace. You should also be aware of sentence structure and keep all sentences in the same tense.

Limited experience. As a high school student, you may find you have limited on-the-job experience. There are other work-based skills you might list on your resume that employers will find valuable. These may include evidence of:

- leadership skills
- verbal and written communication skills
- interpersonal skills – the ability to work well with others
- problem-solving skills
- self-motivation/taking initiative
- teambuilding skills, the ability to work with and positively influence others
- creativity, focus and defined career goals
- intelligence
- academic and professional achievements to date
- integrity/honesty/high ethical standards
- maturity
- flexibility/adaptability
- personal and professional confidence
- energy/enthusiasm
- well-roundedness



RESUME ACTION WORDS

- achieved
- administered
- advised
- analyzed
- arranged
- assembled
- assessed
- assigned
- assisted
- began
- bought
- calculated
- categorized
- classified
- coached
- collected
- communicated
- compiled
- composed
- computed
- constructed
- contacted
- contributed
- coordinated
- counseled
- defined
- delegated
- demonstrated
- designed
- developed
- devised
- edited
- established
- estimated
- evaluated
- explained
- generated
- guided
- handled
- helped
- identified
- implemented
- improved
- increased
- initiated
- instructed
- interpreted
- invented
- led
- listened
- located
- managed
- manipulated
- mediated
- modified
- motivated
- negotiated
- organized
- outlined
- perceived
- performed
- planned
- presented
- produced
- promoted
- recorded
- regulated
- represented
- reorganized
- researched
- responded
- retrieved
- reviewed
- revised
- selected
- sold
- succeeded
- summarized
- taught
- tested
- trained
- tutored
- united
- volunteered

Source: Internet Public Library (<http://www.ipl.org/>)

SAMPLE RESUME TEMPLATE

NAME (UPPER-CASE AND BOLD)

Address Line 1 (address will be mixed-case and non-bold)

City, ST Zip
(Area Code) Phone
e-mail address

EDUCATION

January 2001 **WILLIAM H. TURNER TECHNICAL ARTS HIGH SCHOOL MIAMI, FL**
ACADEMY OF _____

Expected graduation date: June 2005

Concentration in _____ (List field of study)
(Only high school is listed)

EXPERIENCE

August 2004-

Present **NAME OF INTERNSHIP/OJT SITE MIAMI, FL**

Intern (please include your internship title in mixed-case and bold)

List relevant job duties

- Use bullets to emphasize different responsibilities
- List Supervisor’s name, title and phone number

Summer 2004 **ABC DISTRIBUTORS MIAMI, FL**

Clerk/Typist (please include your internship title in mixed-case and bold)

- List relevant job duties
- Use bullets to emphasize different responsibilities
- List Supervisor’s name, title and phone number

Summer 2003 **DELL CORPORATION HIALEAH, FL**

Assistant Web Designer

- List relevant job duties

COMPUTER SKILLS

• Proficient in MS Office 2002 (Word, Excel, Access, PowerPoint),
PageMaker 7.0 for Windows, Publisher 2000, PhotoShop 7.0 for Windows.
(Include other computer applications in which you feel comfortably proficient.
Be truthful; you may be tested during the interview.)

- Web Site Development (HTML),

LANGUAGES

English, Spanish, and Haitian Creole (**include only if speak multiple languages**)

INTERESTS AND AFFILIATIONS

Future Business Leaders of America (FBLA) 2002-Present
Student Government Association, 2003-2004

REFERENCES

Available upon request.

SAMPLE RESUME TEMPLATE

First Last Name

Objective

(Choose one of the following objectives and delete the others)

To work with professionals in the field of Arts and Entertainment

To gain experience in administration and management within the field of Film and Entertainment

To gain experience in the field of Arts and Entertainment

To utilize and develop my technological skills in the field of Arts and Entertainment

Education

William H. Turner Technical Arts High School Miami, FL
Academy of Industrial and Entertainment Technology
Television Production program
(If your GPA is 3.0 or higher—delete these words and put your GPA here)
Expected Graduation, June 2012

Skills

Word Processing Skills: Microsoft Word, PowerPoint
Audio: Hand and Wireless Microphones, Shure Microflex Overhead Boom Microphone
Cameras: Canon GL-1, JVC 9800, Panasonic AG-456 SVHS, JVC KY-19 Studio
Nonlinear Editor: iMovie 2.0; exposed to Final Cut Pro 3.0 and Adobe Premier
Lights: 1 k Lights, Small Luna/Total Hand Light Kit
Other: 8-channel audio-board, Panasonic MX-20 and MX-50 Production Switchers
Familiar with technical terms of the Entertainment Industry
Fluent in (specify your language(s))

Community Service/ Work Experience

(Write in here your community service/work experience. You may include productions for which you have volunteered. Follow the format below –fill in your information and erase these words)

Name of Place Dates you were there
Job Description

Interests

(Write in here your hobbies and erase these words—skateboarding, reading, watching movies, sports, cooking)

Awards/ Affiliations

(Write your awards and affiliations with clubs, church, or other organizations and even productions you’ve acted in or filled a technical role, then erase these words.)

Sample Reference Sheet

Chris Fulton
140 Atticus Court
Newton, MA 02161
617-964-8899

Business References

Mr. Alexander J. Holmes, CPA
Vice President of Mutual Fund Accounting
The Keystone Group
Boston, MA 02199
(617) 235-1976

As Fund Tax Manager, Alex Holmes hired me and helped train me as a staff audit representative. He also became an accounting mentor and role model.

Ms. Kathy Hawthorne
Vice President of Corporate Accounting
Fidelity Investments
82 Devonshire Street
Boston, MA 02109
(617) 727-6237

I met Kathy Hawthorne while attending Dartmouth College. She has been a long time accounting and finance mentor and friend. While working at Keystone, I was a member of the Boston Society of Corporate Controllers of which Kathy served as Vice President.

Mr. Francis J. Melville
Sales & Operations Manager
The Keystone Group
Boston, MA 02199
(617) 235-1991

When I was chosen to participate in the new Cross Training Mutual Fund Division, Frank Melville was my boss and assisted in developing my sales and customer service skills.

Source: Internet Public Library (<http://www.ipl.org/>)

Sample Reference Request Letter

124 East Bay Street
Miami, Florida 33131
January 14, 2012

Mr. Peter W. Lincoln
334 Houston Tower, Suite 2300
Houston, Texas 77079

Dear Peter:

I would like to enlist your assistance in my search for a new career. I have put together a current résumé to begin marketing myself for what should be a new and exciting career.

I am open to an industry change since the field is depressed. I am looking for a job in Management or Marketing of technical products and services. I hope to draw on both my management experience and engineering background. Relocation is not a problem as Wendy and I find the prospect of moving exciting.

With your permission, I would like you to be a personal reference for me. I will keep you posted when I have used you as a reference so you will know who might call and won't be caught blind. Please let me know what you think.

If you are aware of any business associates or friends who may be thinking about hiring, I would really appreciate your giving them a copy of my résumé or giving me their names to contact personally.

I welcome any assistance or advice you can give me. Thanks for your support now and in the past.

Sincerely,

Martin B. Cousins

Sample Recommendation for “Student”

Date

Address

Salutation:

It has been my pleasure to know “Student” since his/her sophomore year when he/she walked into my (subject area) class as a {description} young man/woman. Now, in his/her senior year, the/she evidence of his/her growth is clear. He/she answers complex questions readily and contributes much to our (name of course) class.

In his/her tenth grade year, “Student” took advantage of learning outside of school with trips to our county’s main library and historical museum. There, he/she learned how to locate information in old newspapers and use the resources of the Florida Room. This knowledge led to his/her completion of a research paper on the Miami Riots. Also, as a sophomore, “Student” wrote, memorized and performed an original, personal monologue even though acting terrified him/her. Later in the year, he/she went on to recite Yeat’s poem “The Second Coming” as a response to his/her favorite novel of that year, *Things Fall Apart* by Chinua Achebe. His/her analysis of the/she 1956 film “Imitation of Life” has helped him/her develop ease in interpreting symbolism and understanding a director’s clues to meaning. Clearly, this student is capable of overcoming obstacles to achieve his/her academic goals.

As a senior, “Student” earned high marks both on his/her final essay and in the Socratic Seminar held for Herman Hesse’s *Siddhartha*. The student saw through all the incense in the room to apply the tenets of this novel to his/her own experience. In our class, he/she is highly regarded as a team member, prodding others to fulfill their duties, and assisting in the goals of the group. Currently, he/she is researching job satisfaction and ways to improve his/her field of interest—business.

“Student-first & last name” applied and was accepted to Turner Tech based on his/her promise as a high achieving, motivated student. He/she has proven his/her capabilities, and has developed the habits to succeed at college. This young man/woman still appears {description}, but his/her mind is quick and perceptive. It is without hesitation that I recommend “Student” for admittance to your university.

Sincerely,

Ms./Mr. Teacher’s Name
 Type of Instructor/Title
 Turner Tech
 (305) 691-8324

Nature and length of relationship with

Specific school accomplishments

Recent highlights

Closing

Follow-up/Thank You Letter

A thank you letter is an effective tool in having a prospective employer remember you after the job interview. Keep the thank you letter short. It should simply confirm your serious interest in the position and address any relevant information you may have neglected to include in your interview.

Sample Thank You Letter

49 Locust Street
Denver, Colorado 80222
June 22, 2012

Karen Bewley
Manager of Compensation and Benefits
National Jewish Hospital
1400 Jackson Street
Denver, CO 80206

**Should be written within
24 hours of interview.**

Dear Karen:

Just a quick note to thank you for my interview on June 21, 1996. I found the interview informative.

I am very excited about the compensation and benefits assistant position and the chance to work with such a great team. This position is exactly what I have been looking for, and I sincerely hope I am the person you are looking for as well. If you have any questions or concerns, please feel free to contact me at (617) 555-7374. Thank you once again, and I hope to hear from you soon.

Sincerely,

Nancy L. Green

Source: Internet Public Library (<http://www.ipl.org/>)

Sample Letter of Acceptance

Once you have been offered a job, a letter of acceptance is an appropriate professional response agreeing to the terms of employment.

222 West Gorde Street
Tampa, FL 33650
June 21, 2012

Mrs. Theodora Reese
Director of Marketing
Capton Chemicals
245 East Sanchez Avenue
Tampa, FL 33650

Dear Mrs. Reese:

I am pleased to accept the position of web designer at Capton Chemicals at a salary of \$32,500.

As we discussed during our phone conversation, a starting date of July 15, 2012 works well for me. I will be sure to provide all of the employment documents necessary to the Human Resources Department.

I look forward to working with you and the members of the Marketing Department. Please feel free to contact me at (407) 555-2896 should you require any further information.

Sincerely yours,

John Adams

Sample Letter of Resignation

A letter of resignation is appropriate when you have decided to leave your place of employment. You should make every effort to leave on an amicable basis. Tell your immediate supervisor that you're leaving before you put your resignation in writing and before you break the news to others in your office. **Always give two weeks' notice.** Be tactful about how you break the news about leaving to close associates or mentors. Tell those people as quickly as possible after you've told your supervisor, but before the news is announced to all other employees.

222 West Gorde Street
Tampa, FL 33650
June 21, 2012

Mrs. Theodora Reese
Director of Marketing
Capton Chemicals
245 East Sanchez Avenue
Tampa, FL 33650

Dear Mrs. Reese:

Please accept this letter as notice of my resignation to become effective July 12, 2012.

I would like to thank Capton Chemicals for giving me the opportunity to grow and learn many new and useful skills. My years at Capton and the training I have received have allowed me to build a strong professional foundation.

I will always be proud to have been associated with such a fine staff.

Sincerely yours,

John Adams

Job Skills Index

This is a questionnaire based on the Secretary's Commission on Acquiring Necessary Skills (SCANS). You will be rating yourself on behaviors including:

- Punctuality
- Attendance
- Organizational skills
- Meeting deadlines
- Handling money or a budget
- Interpersonal skills
- Leadership skills
- Knowledge of technology

Download this file (six pages) from The Miami Museum of Science/Florida School to Work Website at www.miamisci.org/training/school2work/job_portfolio_contents.html.



Job Application Portfolio

The Miami-Dade Job Application Portfolio is a joint initiative of the business and education communities connecting workplaces with schools to create a better prepared workforce.

The Portfolio is presentation tool that highlights a student's preparation and readiness for a job.

SECTION TWO: CAPSTONE PRESENTATION

An interview is the final stage of your job search. This is your final opportunity to “sell” yourself as the most suitable candidate for the job.

The employer has reviewed your resume and read your cover letter. More than likely these documents, indicated that you had the skills and qualifications for the position. The interview may be your opportunity to provide more detailed information about yourself, your experiences, and your ambitions. The employer will attempt to gather more information from you in an attempt to assess your personality and “fit” to the organization. This is also an opportunity for you to assess the organization and position’s suitability to your professional goals.

Often interviews may be conducted by a panel of two or more people. Your ability to articulate and maintain your poise may be the deciding factor in your obtaining the job. Dress professionally. Plan to arrive early. Have your portfolio ready. Be prepared for the interview. You should also have a list of questions to ask the interviewer. The following is a list of possible interview questions. Become familiar with these.



Examples of Interview Questions

Below are some examples of typical questions interviewers ask:

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why did you decide to interview with our organization?
- What supervisory or leadership roles have you held?
- Do you consider yourself a born leader or a natural follower?
- How would your last supervisor describe you?
- What kind of job are you looking for now?
- What are your long-range objectives?
- What are your salary requirements?
- How would you describe yourself?
- In what ways would you contribute to our organization?

You may be asked slightly tougher, "experiential" questions about your past employment experiences:

- Give me an example of a project you worked on that didn't turn out well.
- What did you enjoy most about your last job?
- Describe a difficult problem in our industry. What solutions should be pursued?
- Give me an example of the type of duties you have performed.
- Have you successfully worked with a difficult person?
- How do you handle rejection?
- How do you handle stress?
- What have you done that shows initiative and willingness to work?
- What role do you find yourself playing when working in a team?
- What was there about your last company that you didn't particularly like or agree with?
- What would you do when you have a decision to make and no procedure exists?

Here are some possible questions to ask the interviewer:

- Are there opportunities for advancement?
- How and when will my performance be evaluated on this job? How is success measured in this department/organization?
- Please describe typical first-year assignments on the job.
- What are the strengths of the organization and what challenges do you face?
- How would you describe your organization's personality and management style?
- Describe the work environment.
- What characteristics does a successful person have in your organization?
- What do you like about working for this organization?
- What are the subsequent steps in the interview process?

What to Expect on Senior Capstone Day

Senior Capstone Day is tentatively scheduled for April 2006 through your academy.

You will receive a pass with the date and time of your interview. Arrive to your interview at least ten minutes ahead of time. Be sure to have your portfolio ready for review. You should be prepared to make a short speech on your capstone research. You may use note cards. However, do not attempt to write your entire speech on the note cards. Remember, to keep eye contact with your audience. Practice your speech in front of a mirror if necessary.

Review the Capstone rating sheet included in this packet. Become familiar with how the judges will be rating your performance.

You must be dressed appropriately. Abide by the dress code of your professional organization, such as these for the Future Business Leaders of America:

Professional attire acceptable for professional activities includes:

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.
- All shirts must be tucked in.
- Hair must be neat and appropriate for the workplace.

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress.
- Dress shoes and nylons.
- Skirts and dresses must be of appropriate length.
- All blouses must be tucked in.
- Sleeveless blouse must be worn with a jacket.
- Hair must be neat and appropriate for the workplace.



SAMPLE RUBRIC

SENIOR EXHIBITIONS TO INDUSTRY PANELS

Student Name: _____ I.D.# _____

Capstone Topic:

	weak		proficient		strong				
Opening of Interview (Dress, Handshake, Eye Contact)	0	1	2	3	4	5	6	7	8

Prepared Remarks Communication Skills, Voice, Posture, Gestures, Evidence of Practice)	0	1	2	3	4	5	6	7	8
--	---	---	---	---	---	---	---	---	---

Capstone Abstract Content Topic/Problem, Solutions, Clarity, Level of Sophistication)	0	1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---	---	---

Response to Panel Interview Skills, Confidence in Knowledge, Evidence of Genuine Research, Development of Concepts)	0	1	2	3	4	5	6	7	8
--	---	---	---	---	---	---	---	---	---

Portfolio Resume, Organization, Breadth	NA-never saw	1	2	3	4	5	6	7	8
--	--------------	---	---	---	---	---	---	---	---

Name of Evaluator: _____

SAMPLE RUBRIC

Section Two: The Presentation

William H. Turner
Technical Arts High School



Academy of _____ Capstone Mock Interview Rating Sheet

Student Interviewee Name: _____

	Average	Good	Excellent
Opening of Interview			
First impression	_____	_____	_____
Dressed appropriately	_____	_____	_____
Proper greeting, introduction	_____	_____	_____
Firm handshake	_____	_____	_____
Interview/Presentation			
Knowledge of future plans	_____	_____	_____
Experience	_____	_____	_____
Assertiveness and self-confidence	_____	_____	_____
Body gestures	_____	_____	_____
Maturity and attitude	_____	_____	_____
Posture	_____	_____	_____
Communication skills	_____	_____	_____
Eye contact	_____	_____	_____
Materials (resume, etc.)	_____	_____	_____
Mastery of skills needed	_____	_____	_____
Capstone Research Paper			
Evidence of intensive research	_____	_____	_____
Evidence of consultation with outside industry expert	_____	_____	_____
Industry problem solution based on well-thought out rationale	_____	_____	_____
Acceptable format, free of typographical and spelling errors	_____	_____	_____
Proper grammar	_____	_____	_____
Abstract	_____	_____	_____
Portfolio			
Resume	_____	_____	_____
Cover Letter	_____	_____	_____
Job Application	_____	_____	_____
Letters of Recommendation	_____	_____	_____
Community Service	_____	_____	_____
Work Samples	_____	_____	_____
Overall Quality	_____	_____	_____
Comments:			

Interviewer: _____ **Overall Rating** _____

APPENDIX

William H. Turner Technical Arts High School

My Portfolio



Professional Picture Here

Name: Your name here, first then last

Student ID: Your ID number here

Academy: Your academy name here

Class of 2018



Job Skills Index

NAME (print): _____

DATE: _____

The following questionnaire is designed to help the job applicant assess his or her own job skills and discuss them with a prospective employer. The questionnaire is based on the 1991 Secretary's Commission on Achieving Necessary Skills (SCANS) established by the U.S. Department of Labor.

Based on your own experiences, please rate yourself by marking (U) your current performance level in each of the job skills listed. Be prepared to discuss your knowledge and application of these skills during your job interview. Samples of your work demonstrating these skills will be helpful.

I. RESOURCES

	I have no experience with this skill	I need frequent assistance to perform this skill	I need occasional assistance to perform this skill	I need no assistance to perform this skill
A. TIME				
Am punctual				
Have good attendance				
Make and keep schedules				
Meet deadlines				
Avoid wasting time				
Rank activities in order of importance				
Stay focused on my work				
Learn quickly				
B. MONEY				
Use budgets				
Prepare budgets				
Handle money in a businesslike way				
Keep businesslike records				
C. MATERIALS and SPACE				
Organize a task well				
Follow proper sequences				
Plan ahead				
D. PEOPLE				
Learn whom to ask for help				
Know when to ask for help				
Ask for help appropriately				
Work with minimal supervision				
Listen well				

II. INTERPERSONAL

	I have no experience with this skill	I need frequent assistance to perform this skill	I need occasional assistance to perform this skill	I need no assistance to perform this skill
A. TEAMWORK				
Share in group effort				
Follow instructions and company or school policies				
Communicate well				
B. SHARING NEW SKILLS				
Learn new skills from others				
Teach new skills to others				
Adapt to changing situations				
C. EFFORT				
Strive to satisfy clients				
Accept responsibility				
D. LEADERSHIP				
Lead by example				
Explain ideas well				
Inspire others to follow willingly				
Look for better ways to do things				
E. COOPERATION				
Try to reach agreements with others				
Work out compromises				
F. DIVERSITY				
Work well in a multi-ethnic, mixed gender group				

III. INFORMATION

	I have no experience with this skill	I need frequent assistance to perform this skill	I need occasional assistance to perform this skill	I need no assistance to perform this skill
A. KNOW HOW TO FIND NEEDED INFORMATION				
Identify the need for data				
Obtain information				
evaluate information for relevance and accuracy				
B. KEEP INFORMATION ORGANIZED				
maintain written records				
maintain computerized records				
C. UNDERSTAND INFORMATION				
can apply information to an assigned task				
can explain information to others				
D. USE COMPUTERS				
use word processing software				
use spreadsheet software				
use database software				
use the Internet				

IV. SYSTEMS

	I have no experience with this skill	I need frequent assistance to perform this skill	I need occasional assistance to perform this skill	I need no assistance to perform this skill
A. ORGANIZATIONS				
can recognize different kinds of teams (e.g., rigid, with fixed positions like baseball; rigid positions but cooperative effort, like football; flexible, shifting roles, like doubles tennis)				
can work in various types of organizations				
can be effective in a variety of technical situations				
B. FUNCTIONS				
recognize what works and what doesn't in various situations				
make adjustments when needed				
see when things are going wrong				
take corrective action				
C. IMPROVEMENTS				
look for ways to make the system work better				
suggest improvements				

V. TECHNOLOGY

	I have no experience with this skill	I need frequent assistance to perform this skill	I need occasional assistance to perform this skill	I need no assistance to perform this skill
A. CHOOSE THE RIGHT TOOL OR EQUIPMENT				
can choose the right tool or equipment, including computers, for the job to be done				
B. KNOW HOW TO USE THE EQUIPMENT TO GET THE JOB DONE				
use manuals effectively				
know when to ask for help				
C. UNDERSTAND EQUIPMENT SUCH AS TOOLS, COMPUTERS and OTHER TECHNOLOGIES				
know how to take care of equipment				
take care of equipment				
am able to prevent problems with equipment				
am able to solve problems with equipment, including computers, machines, and other technologies				

Equipment I am able to operate (e.g. fax, phone systems, computers): Be specific

Other specific skills and experience I can offer the job market:

Signature: _____

Print name: _____

Address: _____

Phone: _____

Date: _____



State of Florida EMPLOYMENT APPLICATION

Equal Opportunity Employer/Affirmative Action Employer
The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:

- On the Internet: <https://peoplefirst.myflorida.com>
- One Stop Career Centers - Consult your local telephone directory or visit <http://www.employflorida.com>
- State Agency Personnel Offices

FOR OFFICIAL USE ONLY			
Agency Authorized Signature	Date	Broadband/Class Code	Status

POSITION APPLIED FOR	
Agency:	_____
Title:	_____
Position Number:	_____ Date Available: _____
Counties of Interest:	_____
Minimum Acceptable Salary:	_____

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:
<ul style="list-style-type: none"> • Complete all information within this application in its entirety. • Type or print in ink. • All information provided will be a public record and will be released upon request, unless exempt or confidential. • Specify the position for which you are applying. (Note: A separate application must be submitted for each vacancy. Photocopies are acceptable.) • Submit application to the People First Service Center, FAX: 904/ 636-2627, no later than 11:59 PM (EST) on the announced deadline date. • Sign your name in the Certification Section (page 4). All information you submit is subject to verification.

HOW DO WE CONTACT YOU?			
Name	_____		
People First Employee ID Number (if any)	_____		
Mailing Address	_____		
City	County	State	Zip Code
Phone	Alternate Phone	_____	
E-mail Address	_____		

EDUCATION

HIGH SCHOOL:	
NAME / LOCATION OF SCHOOL	RECEIVED: <input type="checkbox"/> Diploma <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> None

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL: (TRANSCRIPTS MAY BE REQUIRED)							
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		MAJOR / MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)								
NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MONTH / YEAR)		CREDIT HOURS EARNED		COURSE OF STUDY	TRAINING COMPLETED	
		FROM	TO	CLASS	CLOCK		YES	NO

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

LICENSURE, REGISTRATION, CERTIFICATION (EXAMPLES: Teacher Certification, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION:	Number	Date Received	Expiration Date	State Licensing Agency

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Last Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

2 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

3 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

4 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

5 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

6 Name of Next Previous Employer: _____

Address: _____ Your Job Title: _____

Supervisor's Name: _____ Phone No.: (_____) _____

FROM: _____ / _____ / _____ TO: _____ / _____ / _____ HOURS PER WEEK: _____ (_____)
MONTH DAY YEAR MONTH DAY YEAR YOUR NAME IF DIFFERENT DURING EMPLOYMENT

Duties and Responsibilities: _____

Reason For Leaving: _____

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached to provide additional information.

KNOWLEDGE / SKILLS / ABILITIES (KSAs)

List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOYEE**, OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)?

YES NO

**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].

BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where convicted? _____ Date of Conviction: _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where? _____ Date: _____

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

YES NO

If "YES", what charges? _____

Where? _____ Date: _____

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]

CITIZENSHIP

The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

1. ARE YOU A U.S. CITIZEN?

YES NO

2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIRING AUTHORITY TO WHICH YOU ARE APPLYING?

YES NO

RELATIVES

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?

YES NO

SELECTIVE SERVICE SYSTEM REGISTRATION

Section 110.1128, Florida Statutes, prohibits the employment of any person who was required to register with the Selective Service System under the U.S. Military Selective Service Act, but failed to do so. Additionally, if currently employed by the State, this law prohibits the promotion of such individuals or the subsequent re-hire, once they have separated from the State.

IF YOU ARE A MALE BORN ON OR AFTER JANUARY 1,1960, HAVE YOU REGISTERED OR DO YOU HAVE PROOF OF AN EXEMPTION FROM THIS REQUIREMENT (DOCUMENTATION MAY BE REQUIRED)?

YES NO N/A

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

SIGNATURE: _____ DATE: _____

YOUR NAME: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: _____ POSITION NUMBER: _____

VETERANS' PREFERENCE INFORMATION: (Career Service positions only) For the purposes of appointments, retention, reinstatement and reemployment, Veterans' Preference ensures that veterans and eligible spouses of veterans are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or the eligible spouse of a veteran will be the candidate selected to fill the position. Completion of the Veterans' Preference section below is made on a voluntary basis and kept confidential in accordance with the Americans with Disabilities Act. Listed below are the five Veterans' Preference categories.

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense, **or**
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in the line of duty by a foreign power, **or**
3. A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, **or**
4. The unremarried widow or widower of a veteran who died of a service-connected disability, **or**
5. A veteran who has served in a qualifying campaign or expedition for which a campaign badge or expeditionary medal has been authorized; including any Armed Forces Expeditionary Medal or Global War on Terrorism Expeditionary Medal.

The receipt of a campaign medal is not required, only service during a wartime period. Wartime periods are defined in §1.01, F.S. Veterans' Preference may only be given to non-state employees or current state employees applying to positions outside their current agency or political subdivision. Veterans' Preference is only available to Florida residents.

A DD214 or comparable document which serves as a certificate of release or discharge and any other required supporting documentation must be furnished at the time of application. Please FAX supporting documentation to the People First Service Center at 904/636-2627 by the closing date of the advertisement. Be sure to include the position number for which you are applying. In addition to the DD214, applicants claiming categories 1, 2, or 4 above must furnish supporting documentation in accordance with the provisions of Rule 55A-7.013, F.A.C. Under Florida law, preference in appointment shall be given first to those persons in categories 1 and 2 and then to those in categories 3, 4 and 5.

If a qualified applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Largo, FL 33778. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.

VETERANS' PREFERENCE CLAIM: IF ELIGIBLE, WHICH VETERANS' PREFERENCE CATEGORY ARE YOU CLAIMING? (Please indicate number from Veterans' Preference Information section above.)

ARE YOU CURRENTLY EMPLOYED IN A CAREER SERVICE POSITION WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

 YES NO

ARE YOU A RESIDENT OF THE STATE OF FLORIDA?

 YES NO

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING?

 YES NO

EEO SURVEY Although the following information is not mandatory, it is requested to aid the State of Florida in its commitment to Equal Employment Opportunity, Affirmative Action and to meet federal reporting requirements. Refusal to answer will not result in adverse treatment of any applicant. Applicants who believe they have been discriminated against may file a complaint with the Florida Commission on Human Relations, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

RACE/ ETHNICITY (Please identify both Race and Ethnicity)

Race (CHECK ONLY ONE):

- White
- Black/African American
- Asian
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native
- 2 or more races

Ethnicity (CHECK ONLY ONE):

- Hispanic or Latino
- Not Hispanic or Latino

SEX: MALE FEMALE

DATE OF BIRTH: _____

POSITION NUMBER: _____

POSITION TITLE FOR WHICH YOU ARE APPLYING: _____

Employment with the State of Florida

Note: This hard copy of the State of Florida employment application is to be used only if you are unable to use the online application process at <https://jobs.myflorida.com/index.html>

State Government Personnel Structure

Florida state government is a major employer in Florida offering many challenging and rewarding career opportunities. Included among the many advantages of working for the State are the diverse and interesting job opportunities as well as competitive salaries, benefits, and career mobility.

Employees with the State of Florida fall into a variety of different and autonomous personnel systems each with their own set of rules and regulations, collective bargaining agreements, and wage and benefit packages. The State Personnel System, comprised of employees in the Career Service, Selected Exempt Service and Senior Management Service pay plans, is the largest of these systems and is the focus of this narrative. The State of Florida employment application is used to apply for vacancies within the State Personnel System.

Most state jobs are in the Career Service pay plan. The Career Service provides uniform pay, job classification, benefits and recruitment for the majority of non-managerial jobs within state agencies. The Senior Management Service (SMS) includes upper management and policy-making jobs. Middle management, such as bureau chiefs, professional jobs, such as physicians and attorneys, and supervisory jobs are included in the Selected Exempt Service. Employees can move between agencies without any loss of state benefits.

Temporary jobs are funded by Other Personal Services (OPS) appropriations. OPS employees receive an hourly wage

but no benefits such as insurance, leave, or retirement.



Non-State Personnel System agencies are agencies in which jobs do not fall under the Career Service, Selected Exempt Service or Senior Management Service pay plans and their employment procedures may differ.

These employers may or may not accept the State of Florida employment application. Additionally, their job titles and salaries may not be comparable to those in the State Personnel System.

How to Search for Vacancies

Individual state agencies are responsible for announcing their job vacancies and making hiring decisions. Generally, agencies accept job applications for advertised vacancies only. However, agencies may accept applications for certain positions on a continuous basis. A completed State of Florida employment application is required for each job vacancy to which you apply.

There are several ways for you to obtain state job vacancy information:

- Access the People First job information web site on the Internet at: <https://jobs.myflorida.com>
- Contact individual State Personnel System agencies directly for information regarding their employment opportunities.
- Contact a Florida One Stop Career Center for job information on and other employment opportunities. To locate the office nearest you, check your telephone directory under "Workforce One Stop Career Center" or visit: <http://www.employflorida.com>

Completed applications should be submitted by FAX to the People First Service Center at 904/636-2627.

How to Market Yourself

Prior to completing an application for any job, gather specific information about the duties of the job and relevant knowledge, skills and abilities required by carefully reviewing the job vacancy announcement or by contacting the employing agency, if necessary.

Use this information to ensure your application, cover letter, resume and other supporting materials address how your experience and education fulfill these requirements.

How Candidates are Selected

The first step an employing agency takes in the selection process is to review the applications which have been received to determine who is eligible to compete further in the selection process. Job-related criteria are used to determine those applicants who will be asked to participate in additional assessment steps such as an oral interview, a work sample exercise, or a proficiency test. The job-related information gained during the selection process will assist the hiring official in making the final selection decision. Veterans' preference and Affirmative Action goals are also considered by the agency in the decision-making process.

If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.

Credits

Sample Letters and Resumes and other documents printed with permission of the Internet Public Library. Please visit the website for valuable information on research and career planning: <http://www.ipl.org/>