

Preliminary Interview Guidelines

2009 -
2010

Monta Vista High School Future Business Leaders of America guidelines and procedures for preliminary interviews for the 2009-2010 competition season. Last revised on 01 September 2009.



*VP of Team Competitions – Michael Yuan
VP of Individual Competitions – Karen Zhou
Manager of Team Competitions – Srilakshmi Ramesh
Manager of Individual Competitions – Laura Yang*

Banking and Financial Systems

- Take written preliminary test.
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Business Ethics

- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Business Financial Plan

- 3-5 minute pitch covering aspects of the prompt and financial strategy. *See topics handout for more information.*
- Competitors may also choose to bring **optional** supplemental materials of their choosing. Two copies must be filed in a folder and brought to the interview. *Only materials that can be placed in the folder will be accepted.*

Business Plan

- 3-5 minute pitch of an idea for a business plan
- Competitors may also choose to bring **optional** supplemental materials of their choosing. Two copies must be filed in a folder and brought to the interview. *Only materials that can be placed in the folder will be accepted.*
- Competitors will interview specifically for business plan at a separate time with Mr. Schmidt.

Business Presentation

- 3-5 minute presentation covering the annual prompt. *See topics handout for more information.*
- Potential competitors must prepare and bring a set of 4-6 rough draft slides to the interview. First slide should be a title. *Please print 2 copies or e-mail slides 48 hours prior to interview.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.

Emerging Business Issues

- 3 minute presentation covering the annual prompt, affirmative or negative will be chosen by coin toss. *See topics handout for more information.*
- 2 copies of an affirmative and a negative argument outline/speech drafts.

Entrepreneurship

- Take written preliminary test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.
- Competitors will interview specifically for entrepreneurship at a separate time with Mr. Schmidt.

Global Business

- Take written preliminary test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Management Decision Making

- Take written preliminary test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Parliamentary Procedure

- Take written preliminary test
- Complete a 5 question oral test. *This will account for Q&A.*
- Suggested reading: *Robert's Rules of Order Newly Revised*

Client Service

- 2-3 minute impromptu role-play answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Creed

- Present the FBLA creed
- A Q&A will be conducted following the presentation
- A note card may be used, it will not be provided.

Future Business Leader

- Take written preliminary test
- 2 copies of the competitors resume and cover letter drafts should be submitted in a folder at the time of the interview.
- 5 minute interview pertaining to the resume and leadership in FBLA will be conducted in addition to the general interview.

Job Interview

- 2 copies of the competitors resume, cover letter, and application drafts should be submitted in a folder at the time of the interview. *Materials can be found at cafbla.org.*
- 5 minute interview pertaining to the resume and position sought will be conducted in addition to the general interview.

Impromptu Speaking

- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Public Speaking I/II

- 2 copies of the competitors titled speech draft outline should be submitted in a single folder.
- 3-5 minute prepared speech pertaining to one of the FBLA goals as specified on the event guidelines.

Computer Game and Simulation Programming

- 3 to 5 minute presentation covering the annual prompt, ideas, and any preliminary designs/work. *See topics handout for more information.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.
- Competitors may also submit an **optional** portfolio of previous work. *Please ensure only relevant material is included.*
- Submit all work and ideas on a CD/DVD or USB at the interview.

Desktop Application Programming

- 3 to 5 minute presentation covering the annual prompt, ideas, and any preliminary designs/work. *See topics handout for more information.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.
- Submit all work and ideas on a CD/DVD or USB at the interview.

Digital Video Production

- 3 to 5 minute presentation covering the annual prompt, ideas, and any preliminary designs/work. *See topics handout for more information.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.
- Competitors may also submit an **optional** portfolio of previous work. *Please ensure only relevant material is included.*
- Submit all work and ideas on a CD/DVD, VHS, or USB at the interview.

E-Business

- 3 to 5 minute presentation covering the annual prompt, ideas, and any preliminary designs/work. *See topics handout for more information.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.
- Competitors may also submit an **optional** portfolio of previous work. *Please ensure only relevant material is included.*
- Submit all work and ideas via e-mail 48 hours prior to the interview, or provide a CD/DVD or USB at the interview.

Help Desk

- Take preliminary written test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Management Information Systems

- Take preliminary written test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Network Design

- Take preliminary written test
- 2-3 minute impromptu presentation answering a provided prompt. 2 minutes will be allotted to prepare. *Please arrive early to ensure the full time to look over the prompt.*
- A note card will be provided and can be used.

Website Development

- 3 to 5 minute presentation covering the annual prompt, ideas, and any preliminary designs/work. *See topics handout for more information.*
- Competitors may utilize a laptop for presentation; however, no extra time will be given for setup.
- Competitors may also submit an **optional** portfolio of previous work. *Please ensure only relevant material is included.*
- Submit all work and ideas via e-mail 48 hours prior to the interview, or provide a CD/DVD or USB at the interview.

*We reserve the right to retain all supplemental information and materials submitted during the interview.

**Only materials submitted in the proper format during the interview will be accepted, unless otherwise noted. It is the competitor's responsibility to have all materials ready for submission at their interview.

***A 3-5 minute Q&A will be conducted for each team competition, followed by a single 3-5 minute interview.