

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



Sometimes, a basic resume is not always enough. Electronic Career Portfolio provides members with the opportunity to present a portfolio showcasing their ability to combine their achievements, growth, vision, skills, education, training, and career goals into an electronic format. This competitive event consists of a presentation component where the portfolio is shown to the judges.

Event Overview

Division: High School

Event Type: Individual

Event Category: Presentation

Event Elements: Presentation

Presentation Time: 3-minute set-up, 7-minute presentation time, 3-minute question & answer time

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

District/Region/Section

Check your District's Call to Conference for any district-specific information about presentation events.

State

Presentation events will have a 1-minute set-up time. Most presentations will happen in a large ballroom, and all competitors will present in the preliminary round. See below for list of required competition items; Colorado FBLA requires the same items set by National FBLA at our State Leadership Conference. However, Colorado FBLA will not be providing power, a projector, or screen for final presentations.

National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Preliminary Presentation	<ul style="list-style-type: none"> • Technology and presentation items • Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • Table • Internet access
Final Presentation	<ul style="list-style-type: none"> • Technology and presentation items • Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code 	<ul style="list-style-type: none"> • Table • Internet access • Power • Projector with HDMI cord • Projector screen

Important FBLA Documents

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event.
- Members must be registered for the NLC and pay the national conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Only competitors are allowed to plan, research, prepare, and set up their presentations.
- 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) matching the conference nametag is required when checking in for competitive events.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the morning before the Opening Session of NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

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 two parts: preliminary presentation and final presentation
- Preliminary Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections are lost or are unable to connect to your device.)
 - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



- Competitors/teams are randomly assigned to sections.
- Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
- Technology
 - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
 - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - External speakers are not allowed. Only device audio can be used.
 - Power is not available.
- Non-technology Items: Materials, notecards, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
- Presentation should cover the following aspects of the portfolio:
 - The portfolio is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences. The chosen career does also not need to be business focused.
 - All information should reflect the competitor's accomplishments and experiences that have occurred.
 - Research: Facts and data must be cited and secured from quality sources.
 - The portfolio must include:
 - Resume
 - Career Summary: Including career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
 - Sample Materials: These samples must include, but are not limited to, the following:
 - Career-Related Education: Describe career related education that enhance employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the career.
 - Educational Enhancement: Describe educational opportunities that enhance employability. Include career

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



- opportunities development planning, summaries of job shadowing, work-based learning experiences, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
- Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. Audio and/or video recordings may be included in the portfolio.
- Final Presentation Information
 - **Equipment Set-up Time:** 3 minutes
 - **Presentation Time:** 7 minutes (one-minute warning)
 - **Question & Answer Time:** 3 minutes
 - **Internet Access:** Provided (Please note that internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case internet connections are lost or are unable to connect to your device.)
 - An equal number of top scoring competitors from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors from each section will advance to the final round.
 - Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.
 - Research: Facts and data must be cited and secured from quality sources.
 - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
 - Technology
 - Competitors can present with one or two devices which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). If presenting with two devices, one device must be connected to the projector or facing the judges and one device must face the competitors.
 - The following will be provided for the final round if it occurs in a conference room: Projector, projector screen, power, and table.
 - Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters.
 - It is up to final-round competitors to determine if they wish to use the technology provided.
 - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
 - Non-technology Items: Materials, notecards, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
 - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)

- Presentation should cover the following aspects of the portfolio:
 - The portfolio is to be specific to the career goals and professional experiences that the student has completed; it is not a showcase of FBLA experiences. The chosen career does also not need to be business focused.
 - All information should reflect the competitor's accomplishments and experiences that have occurred.
 - Facts and data must be cited and secured from quality sources.
 - The portfolio must include:
 - Resume
 - Career Summary: Including career choice, description of career, skills and education required, and future job outlook (e.g., monetary, advancement).
 - Sample Materials: These samples must include, but are not limited to, the following:
 - Career-Related Education: Describe career related education that enhance employability. Include a summary of school activities, career research projects, application of business education, and/or related occupational skills and their relationship to the career.
 - Educational Enhancement: Describe educational opportunities that enhance employability. Include career opportunities development planning, summaries of job shadowing, work-based learning experiences, internships, apprenticeships, informational interviews, community service projects, and products developed during these experiences.
 - Examples of Special Skills: Includes up to five examples of special skills, talents, and/or abilities related to job and career goals. Audio and/or video recordings may be included in the portfolio.

Scoring

- The preliminary presentation score will determine the finalists.
- The final presentation score will determine the winners.
- Judges must break ties.
- The decision of the judges is considered final. All announced results are final upon the conclusion of the National Leadership Conference.

Americans with Disabilities Act (ADA)

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



- 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 Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

2024-25 Competitive Events Guidelines

Electronic Career Portfolio



Electronic Career Portfolio Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Resume	Resume not included or demonstrated	Provides a review of resume including experiences, qualification, and special skills	Provides a review of resume using multiple visual aids	Provides a review of resume and integrates interactive features of technology into presentation	
	0 points	1-6 points	7-8 points	9-10 points	
Career Research	Career research not included or demonstrated	Shares research on desired career	Shares research on desired career and correlates personal qualifications to this career	Shares research and qualifications for career and incorporates statistics, data, salary, and obstacles	
	0 points	1-6 points	7-8 points	9-10 points	
Career Related Education	No demonstration of career related education	Shares information about school activities and work experiences	Shares information about school activities and work experiences and how one prepared for the other	Shares information about school activities and work experiences and, in detail, shares about the impact on their future career	
	0 points	1-8 points	9-12 points	13-15 points	
Special Skills or Proficiencies	No demonstration of special skills or proficiencies	Shares about one special skill or proficiency related to desired career	Shares about one special skill or proficiency related to desired career they have earned and how it makes them qualified for their selected career	Shares and correlates at least one special skill or proficiency related to desired career skill that is linked to a certification or endorsement	
	0 points	1-8 points	9-12 points	13-15 points	
Substantiates and cites sources used while conducting research	Sources are not cited	Sources/References are seldom cited to support statements	Professionally legitimate sources & resources that support statements are generally present	Compelling evidence from professionally legitimate sources & resources is given to support statements	
	0 points	1-6 points	7-8 points	9-10 points	
Use of portfolio in presentation	Portfolio is not used in the presentation	Portfolio is mentioned in the presentation	Portfolio is used during the presentation	Portfolio is used to enhance the presentation about the career and education	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Delivery					
Statements are well-organized and clearly stated	Competitor did not appear prepared	Competitor were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence; statements were well organized	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	Competitor did not demonstrate self-confidence	Competitor demonstrated self-confidence and poise	Competitor demonstrated self-confidence, poise, and good voice projection	Competitor demonstrated self-confidence, poise, good voice projection, and assertiveness	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates the ability to effectively answer questions	Unable to answer questions	Does not completely answer questions	Completely answers questions	Interacted with the judges in the process of completely answering questions	
	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:					