



# HEALTH OCCUPATIONS PROFESSIONAL PORTFOLIO



## **Contest Date(s):**

**Notebooks due March 18, 2021**

**Contest date on Zoom – April 6, 2021**

**(Orientation will begin at 9:00am)**

## **Contest Type: VIRTUAL**

**(All contest types are listed on the website. YOU NEED TO BE FAMILIAR  
WITH BOTH THIS DOCUMENT AND THAT DOCUMENT.)**

## **Notebook Submission:**

**Notebooks are due March 18, 2021 to**

**EHOVE Career Center**

**c/o Fay Felske (HOPP Contest)**

**316 W. Mason Rd**

**Milan, Ohio 44846**

## **Zoom Contest Link(s):**

<https://ohioskillsusa-org.zoom.us/j/97811851693?pwd=QWRndGFPa1QxWk54Q1hWSE1aL2hqdz09>

**Meeting ID: 978 1185 1693**  
**Passcode: 080798**

## PURPOSE

To recognize students for their successful development of a professional portfolio and to evaluate the ability of an individual to present himself or herself to an employer using effective communication skills.

## ELIGIBILITY

Open to active SkillsUSA members enrolled in a health occupations program. 3 contestants per region based on regional competitions, in accordance with the SkillsUSA Ohio Program Guidelines. For Ohio regionals: One contestant per 50 paid members from each school that has registered for this contest on the regional registration form.

## ORIENTATION

Orientation will begin at 10:00am.

## CLOTHING REQUIREMENTS

Official SkillsUSA dress or business attire.

Men	Official red blazer or jacket, black dress slacks, white dress shirt, plain black tie with no pattern or SkillsUSA black tie, black socks and black shoes.
Women	Official red blazer or jacket; black dress skirt (knee length) or slacks with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone hose and black shoes.

**Note:** Contestants must wear their official contest clothing to the contest orientation meeting. Contestants will be judged in official attire at the contestant briefing.

## TOOLS PROVIDED BY CONTESTANTS

- All audio-visual equipment necessary for presentation

## SPECIAL INFORMATION

The contest will consist of two parts: a notebook and live presentation by the contestant. Students will receive presentation time during orientation. Notebooks are due March 18, 2021 and are to be mailed to EHOVE Career Center, c/o Fay Felske (HOPP Contest), 316 W. Mason Rd, Milan, Ohio 44846

## SCOPE OF THE CONTEST

The contest will be judged based on the criteria established in the current year's National Technical Standards, which are updated annually. National Technical Standards are accessed through your Professional SkillsUSA Membership benefits by logging on to your SkillsUSA account at <https://www.skillsusa-registry.org/Login.aspx>.

## Knowledge of Performance

The knowledge performance portion of this contest is the creation of a professional portfolio with title page, table of contents and six required sections in specific order.



## Skill Performance

The contest includes a live presentation by the contestant designed to evaluate the ability of an individual to present himself or herself to an employer using effective communication skills.

## Contest Guidelines

### A. Notebook

Each contestant is required to submit an official SkillsUSA three-ring, 1-inch loose-leaf binder (available from [www.skillsusastore.org](http://www.skillsusastore.org) or 800-401-1560). Photographs, news articles, illustrations and other informative material may be included to support and enhance written evidence of the contestant's participation in activities as described in the notebook. Pages must be limited to 25 (50 surfaces). Divider pages *do not* count toward maximum number of pages allowed.

Notebook must include the following, presented in the order given:

- a. Title Page — include name of contestant, name of school, grade, training program and a picture of contestant
- b. Table of Contents with page numbers
- c. Components of an Employment Portfolio
  1. Résumé and Career Objectives  
Prepare a current résumé. The student should include a written statement describing his or her career objective and plans to achieve that objective and competencies that have been mastered. All competitors must also submit a hard copy of the résumé to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty.
  2. References  
Letters of reference from teachers, mentors, supervisors, employers or others who can verify the student's skill ability (limit of three references).
  3. Awards and Recognition  
Include copies of certificates, documentation of leadership activities, news articles and supporting material to serve as proof of the student's achievements. Reflect the highest level of achievement.
  4. Work Sample Documentation  
Summary of work site experiences pertaining to health occupations. Students should distinguish project documentation that is a result of school-based learning versus work-based learning. Work experience can be supported with photographs as appropriate.
  5. Community Service  
List of activities conducted that provided a benefit to the community. This section should demonstrate excellence and professionalism in the area of community service.
  6. Membership and Affiliations  
List of organizations and community groups in which the student is actively involved.

### B. Presentation

Students should be prepared to make a five- to seven-minute oral presentation on their portfolio to the judges. Contestants should anticipate answering questions from the judges. Students are strongly encouraged to use current multimedia technology. This could include (but is not limited to) video, audio or computer-generated presentations in software such as PowerPoint.

### C. Judging

Notebooks will be pre-submitted as described above. Contestants must report to the contest area at the designated time with all equipment necessary for their presentation. Students will be required to stay until they are dismissed by the judges.

## Judging Criteria

See the Rubric for Health Occupations Portfolio for a detailed description of each category.