

JOB INTERVIEW

PURPOSE

To evaluate contestants' understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

CLOTHING REQUIREMENT

For men: Jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern; black socks and black shoes.

For women: Jacket, or sweater; black dress slacks or knee-length skirt; 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 seamless hose and black dress shoes.

OBSERVER RULE

No observers will be permitted to view the contest.

EQUIPMENT AND MATERIALS

1. Supplied by Technical Committee

- a. Employment application forms
- b. Timer

2. Supplied by the contestant

- a. Three copies of a one-page typewritten personal resumé
- b. Pen for completing the application form

SCOPE OF CONTEST

Skills Performance

This contest evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The contest consists of three parts. The first is the receptionist's preliminary evaluation. The second portion is the completion of an employment application, and the third portion is an in-depth interview.

Contest Guidelines

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the personal resumé and employment application, contestants will use their own name, address, school, employment and occupational information. All information must be as accurate as possible.
2. The receptionist will serve as a judge.
3. The contestant will approach the receptionist as though applying for a job in the occupational area consistent with the contestant's training program. Contestants will be given an employment application to complete within 30 minutes in the receptionist's presence.
4. Contestants will complete the application by printing in ink. The receptionist will note the time the contestant is handed the application and the time the completed application is returned. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points). Information such as the following may be asked on the job application:
 - a. Employment desired
 - b. Education

- c. Membership in civic, community or school organizations
 - d. Former employers and work experience
 - e. References
5. The receptionist will receive the completed application along with three (3) copies of a one-page typewritten resume prepared in advance and supplied by the contestants. The following information must be contained in the one-page resumé:
- a. Name, address and phone number
 - b. Career objective
 - c. Education and training
 - d. Work experience beginning with present employment listing specific responsibilities
 - e. Professional memberships, major accomplishments, awards earned
- f. References are to be on a separate page, not on the one-page resume
6. After the receptionist evaluates the application, the receptionist will present three copies of the personal resume to the interviewing committee (judges).
7. After the judges review the personal resumé, the receptionist will introduce the contestant to the judges for the interview.
8. The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.
9. All contestants in an interview group will be asked identical questions. Such questions might include the following but will be determined by the judges:
- a. What are your occupational objectives?
 - b. What do you like most about this occupation?
 - c. What are your hobbies?
 - d. What would you like to be doing five years from now? Ten years?
 - e. Why do you want to work for our company?
 - f. What two accomplishments have given you the most satisfaction?
 - g. What are your extracurricular activities?
 - h. How would you describe your ideal job?
 - i. What do you think determines a person's progress within a company?
 - j. What do you consider to be your outstanding job-related personal characteristics or strengths?
 - k. What qualifications and characteristics do you have that make you feel you'll succeed in your work?
10. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

JOB INTERVIEW

Name _____

Teacher _____

Date _____

ITEMS EVALUATED BY RECEPTIONIST	Points Possible	Points Awarded	Remarks
Greeting and introduction	40		
Appearance/posture/ grooming	20		
Completeness and legibility of application form	100		
ITEMS EVALUATED BY INTERVIEWER			
Greeting and introduction	60		
Appearance/posture/ grooming	60		
Completeness and clarity of resume	120		
Maturity - answers to questions	150		
Presentation - self confidence and persuasiveness	150		
Preparation - knowledge of position applied for and personal history	150		
Personal salesmanship	150		
SUBTOTAL	1,000		
APPLICATION TIME PENALTY(Minus 0-10 points)	0 to -10		
RESUME PENALTY (Minus 0-50 points)	0 or -10 only		
CLOTHING PENALTY (Minus 0-50 points)	0 to -50		
TOTAL	1,000		