



# JOB INTERVIEW



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

**March 25, 2021**

**(Orientation will begin at 12:00pm)**

## **Contest Type: VIRTUAL**

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

## **Submission Link(s) – to use on the day of the contest:**

**Dropbox: <https://www.dropbox.com/request/aHjMW7AU7l1RSIGatwO7>**

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

**<https://ohioskillsusa-org.zoom.us/j/99474844548?pwd=VU9ZRzBTSmVOQ1N3MmF2bExKNmZTU>**  
**T09**

**Meeting ID: 994 7484 4548**

**Passcode: 835624**

## PURPOSE

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

## ELIGIBILITY

Eligibility in accordance with the SkillsUSA Ohio Program Guidelines.

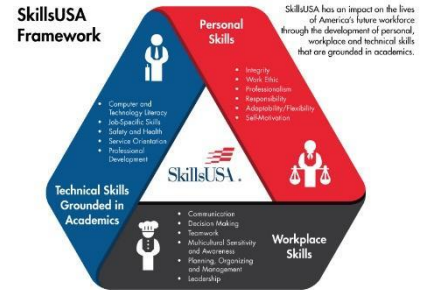
## ORIENTATION

Orientation is at 12:00pm - noon.

## CLOTHING

Official SkillsUSA attire

Men	Official red blazer, jacket or sweater; 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, jacket or sweater; 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 seamless hose and black dress shoes.



## TOOLS PROVIDED BY CONTESTANTS:

- Digitized 1-page typed personal résumé
  - Contestants should be prepared to upload/transfer this document if/when prompted by the judge(s) according to the instructions provided
- Ability to open an editable PDF document, save/edit it, and upload it to the Dropbox link provided

## ITEMS SUPPLIED BY THE COMMITTEE

- Employment application forms

## SPECIAL INFORMATION:

- No smart watches or phones are permitted during the contest.
- Contestants will be judged on their dress, professionalism, and communication skills.
- Contestants will be given an employment application to complete within a designated period of time. (Full instructions will be given during orientation.) The monitor will note the time the contestant is given the application and the time the completed application is returned. Deductions will occur for each minute or fraction thereof over time limit.
- Résumé should follow the criteria established in the current SkillsUSA Championships Technical Standards.

## 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-register.org/Login.aspx>.

## Knowledge Performance

There is no written knowledge test required for the SkillsUSA Ohio Championships.

## Skill 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 résumé 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 interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.
3. 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?
4. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

## Judging Criteria

The following categories will be used: opening; voice; platform deportment; organization; mechanics; closing; effectiveness; timing; and clothing requirement. This contest will also be based on the 2020-2021 National Technical Standards.