



# Job Interview



CS

<b>Date</b>	February 14, 2025 Snow Date – February 18, 2025	<b>Orientation Time</b>	10:45 a.m. (CLOSED to instructors)
<b>Location</b>	Vantage Career Center 818 N. Franklin Street Van Wert, OH 45891	<b>Contest Time</b>	Immediately Following Orientation (CLOSED contest)
<b>Purpose</b>	<p>This competition 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 competition 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.</p> <ul style="list-style-type: none"> <li>• When called, the competitor will approach the receptionist as though applying for a job in the occupational area consistent with the competitor’s training program. Competitors will be given an employment application to complete within 30 minutes in the receptionist’s presence.</li> <li>• Competitors will complete the application. The receptionist will note the time the competitor is given the application and the time the application is completed. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points)</li> <li>• The receptionist will receive the completed application along with three copies of a one-page, typewritten resume prepared in advance and supplied by the competitors.</li> <li>• After the receptionist evaluates the application, a technical committee member will present the competitor’s portfolio and three copies of the personal resume to the interviewing committee (judges).</li> <li>• After the judges review the personal resume, a technical committee member will direct the competitor to the judges for the interview. All competitors in an interview group will be asked identical questions.</li> </ul>		
<b>Written Test</b>	No		
<b>Eligibility</b>	1 contestant for every 500 paid members		
<b>Clothing</b>	Clothing Classification Guide: CLASS A		
<b>Provided by Contestant</b>	Professional Resumé (six (6) copies) - typed hardcopy Emergency Medical Form (Contestants must have this to compete) Pen for completing application form		

<b>Contest Standards</b>	<b>Contest Skilled Performance Standards</b>	<b>Aligned ODEW Career Field Technical Content Standard Outcomes</b>
	<p><b>JI 1.0</b> - Prepare a one-page personal resume.</p> <p><b>JI 2.0</b> - Complete an employment application that meets industry standards.</p> <p><b>JI 3.0</b> - Meet and greet receptionist to meet industry standards.</p> <p><b>JI 4.0</b> - Complete a 10-minute job interview that meets industry standards.</p>	<p><b>CTE 1.1</b> Employability Skills</p> <p><b>CTE 1.2</b> Leadership and Communications</p> <p><b>CTE 1.4</b> Knowledge Management and Information Technology</p> <p><b>CTE 1.6</b> Business Literacy</p>