

# **JOB INTERVIEW CONTEST**

Job Interview, an individual event, recognizes participants for their ability to utilize their interpersonal and communication skills to effectively participate in an interview and convey understanding of job requirements.

## **ELIGIBILITY**

1. A chapter may submit three secondary and three post secondary entries in this event.
2. A participant must be a paid SkillsUSA member and be enrolled in an Occupationally Specific program in which students prepare and orally present information to others as a part of the curriculum.

## **CRITERIA FOR EVALUATION**

Participant will be evaluated on:

- Personal appearance
- Demonstrated ability to complete a standard job application form
- Communication and interpersonal skills
- Completed resume

## **GUIDELINES**

1. Participants must attend the event orientation session where they will:
  - Be given an overview of the event and the participant's responsibilities.
  - Draw an identification number indicating the order of participation (participant must wear the number during the event).
  - Review time schedule.
2. Participants will remain in the holding area until the assigned time.
3. Each participant will bring a typed personal resume and a completed handwritten application. The resume should show the participant's full name. A portfolio is optional.
4. Evaluator's will be given applications and resumes before the event.
5. The interview will have a seven-minute time limit.
6. The decision of the evaluator's is final.

## **SAMPLE QUESTIONS**

- What are your occupational objectives?
- What do you like most about your occupation?
- What jobs could you do well without further training?
- What are your extracurricular activities?
- Tell me a little about yourself.
- How do you like to spend your free time?
- What are your favorite subjects in school?
- How well do you follow directions?
- Why do you think you might like to work for this company?
- Describe any difficulties you have had in getting along with other students?
- What are your strengths? Your weaknesses?
- How easily can you follow directions given by a supervisor?
- What would you like to be doing five years from now?
- Why should we hire you instead of someone else? What can you offer this company?



AWARDS AND HONORS (Give school, church, athletics, etc.)

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SPECIAL SKILLS AND VOCATIONAL SKILLS

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**REFERENCES**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City State Zip

TELEPHONE ( ) \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City State Zip

TELEPHONE ( ) \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City State Zip

TELEPHONE ( ) \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_  
City State Zip

TELEPHONE ( ) \_\_\_\_\_

Please print in ink

## APPLICATION FOR EMPLOYMENT

Name (First) (Middle) (Last)			Date	
Address (Street and Number)			Social Security Number	
(City)		(State)	(Zip)	
			Telephone ( )	
Type of work desired			When can you start?	
Have you worked for this company before?	Yes ρ No ρ	Where?	When?	Who referred you?

EDUCATION	Name and Address	Major	Grade Point Average	Degree Received
High School				
College				
Graduate School				
Other Education				

Scholastic Honors and Activities:

### WORK EXPERIENCE (Include Military)

Employment Dates	Company/Firm Name Address	Type of Business	Your Title and Duties	Salary
(Most recent or present job first)				

**HOBBIES AND TALENTS**

**CHARACTER REFERENCES** (No former employers or relatives)

Name	Address	Occupation
Other remarks		

To the best of my knowledge the above information is correct. I understand that this company may wish to investigate my character and qualifications for employment by questioning my references and former employers and I have no objection to this. I understand that my employment is subject to a physical examination and a 90-day probationary period.

Signature:

**DO NOT WRITE BELOW THIS LINE**

Employed for			
Position Title			
Starting Date	Classification	Salary	
Interviewed By			
Company Plans	References checked		
To Doctor	Date	Report	
Employment Information			

# JOB INTERVIEW RATING SHEET

Participant Number: \_\_\_\_\_

**Instructions:** Write the appropriate rating in the “Score” column. Make comments to help participant identify their strengths and weaknesses. Use the back of the sheet if necessary. Total the points.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
<b>APPEARANCE</b>							
Posture, grooming	1-2	3-4	5-6	7-8	9-10		
<b>MATURITY</b>							
Frankness, consistency, accuracy, tact, answers to questions asked, temperament	1-2	3-4	5-6	7-8	9-10		
<b>PRESENTATION</b>							
Poise, forcefulness, sincerity, persuasiveness, self-confidence, grammar, vocabulary, enunciation	1-2	3-4	5-6	7-8	9-10		
<b>PREPARATION</b>							
Knowledge of position applied for, school record, vocational education, work experience, references and personal history	1-2	3-4	5-6	7-8	9-10		
Personal Salesmanship	1-2	3-4	5-6	7-8	9-10		
Application (handwritten)	1-2	3-4	5-6	7-8	9-10		
Resume (typed)	1-2	3-4	5-6	7-8	9-10		
Followed guidelines/operational procedures	1-2	3-4	5-6	7-8	9-10		
<b>TOTAL</b>						_____	

**Evaluators:** Please initial after rating event \_\_\_\_\_

**Event Chairperson:** Please initial after verifying total score \_\_\_\_\_