

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 an understanding of job requirements.

ELIGIBILITY

1. An instructor may submit any blend of six secondary and/or post-secondary entries at 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

Participants 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 participants' responsibilities.
 - Receive 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 complete 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?

RESUME WORKSHEET

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE (____)_____

SOCIAL SECURITY NUMBER _____

EDUCATION (Give grade school, high school, vocational school, and any special courses.)

DATE

SCHOOL

ADDRESS

WORK EXPERIENCE (Give most recent first; take more than one line if necessary.)

(From – To)

DATE _____

EMPLOYER AND ADDRESS

RESPONSIBILITIES

[illegible]

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

SPECIAL SKILLS AND VOCATIONAL SKILLS

REFERENCES

NAME_____

TITLE_____

NAME OF BUSINESS_____

ADDRESS_____

CityStateZip

TELEPHONE (____)_____

NAME_____

TITLE_____

NAME OF BUSINESS_____

ADDRESS_____

CityStateZip

TELEPHONE (____)_____

NAME_____

TITLE_____

NAME OF BUSINESS_____

ADDRESS_____

CityStateZip

TELEPHONE (____)_____

NAME_____

TITLE_____

NAME OF BUSINESS_____

ADDRESS_____

CityStateZip

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 <input type="checkbox"/> No <input type="checkbox"/>	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 (Most recent or present job first)	Company/Firm Name Address	Type of Business	Your Title and Duties	Salary

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
APPEARANCE							
Posture, grooming	1-2	3-4	5-6	7-8	9-10		
MATURITY							
Frankness, consistency, accuracy, tact, answers to questions asked, temperament	1-2	3-4	5-6	7-8	9-10		
PRESENTATION							
Poise, forcefulness, sincerity, persuasiveness, self-confidence, grammar, vocabulary, enunciation	1-2	3-4	5-6	7-8	9-10		
PREPARATION							
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		
TOTAL _____							

Evaluators: Please initial after rating event _____

Event Chairperson: Please initial after verifying total score _____