

Job Interview

Purpose: To help the student develop a knowledge and understanding of how to apply for a job by providing an opportunity to participate in an actual job interview in competition with other students.

Procedures: Regional competition will be conducted prior to the state conference. Final competition will be conducted at the state conference. The winners in the regional competition may compete for first, second, and third place in the final event at the state conference. Other finalists will not be eligible to participate at state, should a winner be unable to attend state. (Preliminaries are not held in this event at the state level.)

Specifics: Participants may apply for a specific job in marketing or management for which they are qualified in order to make the situation as realistic as possible. Participants **will apply** for a full-time job after graduation from high school. Part-time experience may be given as references. A one page (8 ½ x 11) resume may be used. Optional: A cover letter and a separate reference page may also be used. **Resume/cover letter/reference page should be brought to the interview in a manila folder. NO more than 3 pages may be submitted in the folder – 1 page per document.**

Judging: The participant in the job interview contest is first interviewed by the receptionist. The receptionist, after a brief interview, gives the applicant an employment application to fill out. Upon the completion of this application, the contestant returns the application to the receptionist who rates it from the standpoint of legibility, neatness and completeness in answering or acknowledging all questions. During the rating period, the applicant is told to be seated. After the receptionist completes the scoring of the rating sheet, in other general areas such as the manner in which the applicant introduced himself, the expression and tone of voice used, and the applicant's general attitude and appearance, the contestant is taken to an interviewer. Here the applicant is rated once again on such factors as introduction, manner of answering questions, ability to express himself, and general attitude.

- Entries shall be limited to one participant from each chapter.
- Job Interview is no longer a national event.
- Questions asked to all participants should be the same. Utilize a personnel agency as judges, if possible.
- Judges should break all ties. If judges do not break the tie, the participant receiving the most points for the actual interview will become the finalist.
- Extra competitor slots MAY NOT be used in this event.

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Rating Sheet

	Poor	Fair	Good	Excellent	Judged Points
Receptionist's Greeting Applicant's greeting, introduction, expression/tone of voice, and applicant's general attitude. (Possible Points 10)	1-2-3	4-5-6	7-8-9	10	_____
Application Blank Neatness, legibility and completeness. (Possible Points 15)	1-2-3	4-6-8	10-12-14	15	_____
Personal Appearance: (Interviewer's use) The applicant's neatness, grooming and attire. (Possible Points 10)	1-2-3	4-5-6	7-8-9	10	_____
Resume: Neatness, typed, one-page completeness. Optional: cover letter and reference page (Possible Points 15)	1-2-3	4-6-8	10-12-14	15	_____
Actual Interview: (Interviewer's use) The applicant's greeting, introduction, poise, courtesy, knowledge, attitude, interest, confidence, personality, initiative, sincerity. (Possible Points 50)	1-5-9	10-15-20	21-30-40	41-50	_____
				TOTAL JUDGED POINTS	_____

Judge's Comments:

