



## **Job Interview**

### **(National-Level Contest)**

#### **General Regulations**

See General Regulations, pages 2–6.

#### **Purpose**

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

#### **Clothing Requirement**

SkillsUSA official attire or clothing that is appropriate for an interview should be worn.

#### **Eligibility**

Open to active SkillsUSA members

#### **Observer Rule**

No observers will be permitted to view the contest.

#### **Equipment and Materials**

1. **Supplied by the technical committee:**
  - a. Employment application forms
  - b. Timer
  - c. All necessary information and materials for contest officials
2. **Supplied by the contestant:**
  - a. Each contestant must present three copies of a one-page, typewritten résumé (See Scope of the Contest Rule # 7.).
  - b. Pens

#### **Scope of the Contest**

1. Contestants should prepare for the job interview contest by developing the following abilities:
  - a. Answer questions and carry on a casual conversation.
  - b. Demonstrate a confident handshake, proper greeting, and personal introduction.
  - c. Prepare a personal résumé and job application.
  - d. Know the aspects of making positive first impressions.
  - e. Develop listening skills and show sincere interest.
  - f. Demonstrate good grooming in dress and personal hygiene.
  - g. Demonstrate confidence and positive personal image.
  - h. Pronounce words in a clear and understandable manner.
  - i. Know personal qualities and how to “sell themselves” to a prospective employer.
  - j. Effectively vary voice in pitch, tone, tempo, and volume.
2. The contest will be divided into three phases:
  - a. The receptionist's preliminary evaluation
  - b. Completion of employment application
  - c. An in-depth interview
3. 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.
4. The receptionist will serve as a judge.
5. When called from the assembly area, the contestant will approach the receptionist as though applying for a job in the occupational area consistent with the contestant's training program. Contestants will be given an employment application to complete within 30 minutes in the receptionist's presence.