

Job Application and Interview

CHECK IN: 8:30 am CONTEST BEGINS: 9:00 am

CLASS:

Job Seeking Skills, Vocational/Work Experience Education

ELIGIBILITY:

Refer to General Information and Rules page.

SCOPE OF CONTEST:

1. The contestant will be assigned the role of a job applicant applying for one of several jobs available. He/she must develop a resume for the job he/she selects prior to coming to the event site. During the competition, the contestant must complete a job application and will be interviewed for that position.
Position: any position in a large company such as sales, clerical, maintenance, or childcare.

2. Competencies to be evaluated will include:
 - Address others (customers, fellow employees, supervisors, or managers) in a business-like manner.
 - Listen to and follow directions.
 - Communicate effectively, speak clearly and pleasantly, convey spirit and enthusiasm in speech, and understand that enthusiasm is contagious.
 - Use speech and vocabulary in an effective, business-like manner.
 - Realize that, to the business, first impressions are important and last impressions are remembered longest.
 - Acknowledge that communicating skillfully and using good grammar is essential to personal advancement.

EQUIPMENT AND MATERIALS:

To be supplied by chairperson:

- An area for the contest
- All testing and judging materials

To be supplied by contestant:

- Pencils/pens
- Proper attire
- Two copies of resume to be submitted at contest site

TIME:

Roll will be taken at 9 a.m.

Job Application and Interview *(continued)*

SCORECARD:

Contestants will be judged on:

▪ Effective opening remarks, use of name in introduction	5%
▪ Establish a favorable impression when introducing one's self	10%
▪ Professional appearance and conduct	5%
▪ Periodic use of interviewer's name	5%
▪ Demonstrate enthusiasm for position	5%
▪ Speak clearly—diction, enunciation, grammar, phraseology, and proper English	10%
▪ Speak with spirit and enthusiasm	10%
▪ Listen to questions asked during interview	10%
▪ Professionally answer questions relating to education, experience, goals, etc.	10%
▪ Leave interview with favorable impression	10%
▪ Follow application instructions—neatness, completeness, signature, etc.	10%
▪ Neatness of resume and overall form appearance	10%
 Total Possible	 100%