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%