



# Job Interview



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<b>Date</b>	Friday, February 16, 2024	<b>Orientation Time</b>	08:00 AM (CLOSED to instructors)
<b>Location</b>	WCSCC 518 W. Prospect St. Smithville, Ohio 44677	<b>Contest Time</b>	Immediately following orientation (CLOSED contest)
<b>Scope of Contest</b>	<p>This competition evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The competition consists of three parts. The first is the receptionist’s preliminary evaluation. The second portion is the completion of an employment application, and the third portion is an in-depth interview:</p> <ul style="list-style-type: none"> <li>• When called, the competitor will approach the receptionist as though applying for a job in the occupational area consistent with the competitor’s training program. Competitors will be given an employment application to complete within 30 minutes in the receptionist’s presence.</li> <li>• Competitors will complete the application. The receptionist will note the time the competitor is given the application and the time the application is completed. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points)</li> <li>• The receptionist will receive the completed application along with three copies of a one-page, typewritten resume prepared in advance and supplied by the competitors.</li> <li>• After the receptionist evaluates the application, three copies of the personal resume will be presented to the interviewing committee (judges).</li> <li>• After the judges review the personal resume, the competitor will be directed to the judges for the interview. All competitors in an interview group will be asked identical questions.</li> </ul> <p><b><i>Please see judging rubric at the end of this document (2 pages).</i></b></p>		
<b>Testing</b>			
<b>Eligibility</b>	1 contestant for every 500 paid members		
<b>Clothing</b>	<ul style="list-style-type: none"> <li>• Official Dress: Official SkillsUSA red blazer, white shirt, black pants or skirt, and black dress shoes. Black socks must be worn with pants and nylons must be worn with a skirt (either skin-tone or black). Males must wear a black tie.</li> </ul>		
<b>Provided by Contestant</b>	<ul style="list-style-type: none"> <li>• Professional Resumé – typed hardcopy (<b>six (6) copies</b>)</li> <li>• Emergency Medical Form (Contestants must have this to compete)</li> <li>• Pen for completing application form</li> </ul>		

<b>Contest Standards</b>	<b>Contest Skilled Performance Standards:</b> <ul style="list-style-type: none"><li>• <b>JI 1.0</b> - Prepare a one-page personal resume.</li><li>• <b>JI 2.0</b> - Complete an employment application that meets industry standards.</li><li>• <b>JI 3.0</b> - Meet and greet receptionist to meet industry standards.</li><li>• <b>JI 4.0</b> - Complete a 10-minute job interview that meets industry standards.</li></ul>	<b>Aligned ODEW Career Field Technical Content Standard Outcomes:</b> <ul style="list-style-type: none"><li>• <b>CTE 1.1</b> Employability Skills</li><li>• <b>CTE 1.2</b> Leadership and Communications</li><li>• <b>CTE 1.4</b> Knowledge Management and Information Technology</li><li>• <b>CTE 1.6</b> Business Literacy</li></ul>
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**Job Interview**

**Contestant Number** \_\_\_\_\_

Judge # \_\_\_\_\_

Category Evaluated	Strong evidence 5-4	Acceptable evidence 3-2	Low evidence 1-0	Points Earned (5-0)	Weight	TOTAL SCORE	COMMENTS
<b>Interviewer Greeting and Introduction (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6)</b>							
Greeting and Introduction	Greeted the interviewer with a handshake, appropriate greeting and introduced themselves.	Omitted one or two of the three components of the greeting. (handshake, greeting, introduction)	Greeting and introductions were limited or not seen in the interview.	X10			
<b>Interviewer Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3)</b>							
Polite and Temperament	Well-poised and confident.	Acceptably poised and somewhat confident.	Nervous and unsure of themselves.	X10			
Appearance	Neatly dressed in Official SkillsUSA Dress.	Two or three pieces of SkillsUSA Dress missing or worn incorrectly.	Four or more pieces of SkillsUSA Dress missing or worn incorrectly.	X10			
<b>Interviewer Completeness and Clarity of Resumes (1.1.5, 1.2.5, 1.2.6, 1.2.11, 1.2.12, 1.4.2)</b>							
Career Objective	Very descriptive in sharing their career plan and timeline.	Moderately descriptive in sharing their career plan and timeline.	Vague and limited in sharing their career plan and timeline.	X10			
Conclusion of the interview	The student closed with a conclusion and the end was easily identifiable.	The student had a soft close the end was somewhat identifiable.	No close or conclusion were determinable.	X10			
<b>Interviewer Maturity: Answers to Questions (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6, 1.6.8)</b>							
Temperament and Questions	Engaged and responsive to the interviewer. Questions relevant and interesting.	Moderately engaged and responsive to the interviewer. Questions perfunctory and rote.	Not engaged with or responsive to the interviewer. Asked poor or no questions.	X10			
Grammar and Vocabulary	Effectively used correct, job-related vocabulary and correct grammar.	Moderate use of correct, job-related vocabulary and grammar.	Limited use of correct, job-related vocabulary and grammar.	X10			
<b>Interviewer Presentation: Self-Confidence and Persuasiveness (1.1.1, 1.1.5, 1.1.6)</b>							
Persuasiveness and Self-confidence	Confident and persuasive.	Moderately confident and persuasive, stumbling a few times.	Not confident or persuasive.	X10			
<b>Interviewer Preparation: Knowledge of Position Applied for and Personal History (1.1.1, 1.1.4, 1.1.5, 1.6.8)</b>							
Consistency Accuracy	Consistently and accurately related to the job requirements and qualifications.	Somewhat related to the job requirements and qualifications.	Failed to relate to the job requirements and qualifications.	X40			
Educational experiences Occupational experiences Special activities	Fluently presented all three experience areas.	Moderately <u>fluent</u> but may have only addressed 2 of the 3 experiences.	Did not address the three experiences.	X40			
<b>INTERVIEWER SUBTOTAL (300)</b>							

**Job Interview – Receptionist**

**Contestant Number**

Receptionist Greeting and Introduction (1.1.4, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6)		Receptionist Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3)		Receptionist Completeness/Legibility of Application (1.2.6, 1.2.11, 1.2.12, 1.4.2)	
Greeted interviewer with a handshake appropriate greeting and introduced themselves.	Offered one or two of the three components of the greeting. (handshake, greeting, introduction)	Greeting and introductions were limited or not seen in the interview.	X5		
The student exhibited excellent manners and was polite throughout.	The student exhibits good manners and was polite most of the time.	The student was dismissive, curt, or unprofessional.	X5		
All writing is legible and neat.	Application writing is mostly neat with one to six illegible words or phrases.	Application writing is NOT neat and most or all is illegible.	X5		
No punctuation mistakes made.	One to three punctuation mistakes made.	Four or more punctuation mistakes made.	X5		
No grammar mistakes made.	One to three grammar mistakes made.	Four or more grammar mistakes made.	X5		
No spelling mistakes made.	One to three spelling mistakes made.	Four or more spelling mistakes made.	X5		
All sections complete or marked N/A for not applicable.	All sections attempted and mostly or partially completed.	One or more sections not attempted.	X5		
Application signed by applicant.	Application NOT signed by applicant. (0 points)		X5		
<b>RECEPTIONIST SUBTOTAL (200)</b>					
<b>Penalties</b>					
	0 or -50	Resume Penalty			
	(-1) for every minute interval over 30 minutes up to -10	Time penalty			
	0 to -50	Clothing Penalty			
		<b>FINAL SCORE</b>			