Job Interview

Date	Friday, February 23, 2024	Orientation Time	08:00 AM (CLOSED to instructors)
Location	Butler Tech 3603 Hamilton-Middletown Rd. Hamilton, Ohio 45011	Contest Time	Immediately following orientation (CLOSED contest)
Scope of Contest	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: • 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. • 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) • 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. • After the receptionist evaluates the application, three copies of the personal resume will be presented to the interviewing committee (judges). • 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. ***Please see judging rubric at the end of this document (2 pages).***		
Testing	No		
Eligibility	1 contestant for every 500 paid members		
Clothing	• 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.		
Provided by Contestant	• Professional Resumé – typed hardcopy **(six (6) copies)** • Emergency Medical Form (Contestants must have this to compete) • Pen for completing application form		

Contest Standards	Contest Skilled Performance Standards	Aligned ODEW Career Field Technical Content Standard Outcomes
	JI 1.0 - Prepare a one-page personal resume.	**CTE 1.1** Employability Skills **CTE 1.2** Leadership and Communications **CTE 1.4** Knowledge Management and Information Technology **CTE 1.6** Business Literacy
	JI 2.0 - Complete an employment application that meets industry standards.	**CTE 1.1** Employability Skills **CTE 1.2** Leadership and Communications **CTE 1.4** Knowledge Management and Information Technology **CTE 1.6** Business Literacy
	JI 3.0 - Meet and greet receptionist to meet industry standards.	**CTE 1.2** Leadership and Communications **CTE 1.6** Business Literacy
	JI 4.0 - Complete a 10-minute job interview that meets industry standards.	**CTE 1.1** Employability Skills **CTE 1.2** Leadership and Communications **CTE 1.6** Business Literacy

Job Interview

SkillsUSA OHIO

Judge # _____   Contestant Number _____

Category Evaluated	Strong evidence 5-4	Acceptable evidence 3-2	Low evidence 1-0	Points Earned (5-0)	Weight	TOTAL SCORE	COMMENTS
Interviewer Greeting and Introduction (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6)							
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		
Interviewer Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3)							
Poise 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		
Interviewer Completeness and Clarity of Résumé (1.1.5, 1.2.5, 1.2.6, 1.2.11, 1.2.12, 1.4.2)							
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		
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)							
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		
Interviewer Presentation: Self-Confidence and Persuasiveness (1.1.1, 1.1.5, 1.1.6)							
Persuasiveness and Self-confidence	Confident and persuasive.	Moderately confident and persuasive, stumbling a few times.	Not confident or persuasive.		X10		
Interviewer Preparation: Knowledge of Position Applied for and Personal History (1.1.1, 1.1.4, 1.1.5, 1.6.8)							
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 fluent, but may have only addressed 2 of the 3 experiences.	Did not address the three experiences.		X40		
			INTERVIEWER SUBTOTAL (800)				

Job Interview – Receptionist

Contestant Number

Receptionist Greeting and Introduction (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6)

Greeted 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.	X5

Receptionist Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3)

Poise Temperament Sincerity	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

Receptionist Completeness/Legibility of Application (1.2.6, 1.2.11, 1.2.12, 1.4.2)

Legible and Neat	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
Punctuation	No punctuation mistakes made.	One to three punctuation mistakes made.	Four or more punctuation mistakes made.	X5
Grammar	No grammar mistakes made.	One to three grammar mistakes made.	Four or more grammar mistakes made.	X5
Spelling	No spelling mistakes made.	One to three spelling mistakes made.	Four or more spelling mistakes made.	X5
Completeness	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
Signed by applicant	Application signed by applicant.		Application NOT signed by applicant. (0 points)	X5

RECEPTIONIST SUBTOTAL (200)

Penalties

0 or -50	Résumé Penalty
(-1) for every minute interval over 30 minutes up to -10	Time penalty
0 to -50	Clothing Penalty
	FINAL SCORE