

Job Interview



Date	February 27, 2026	Orientation Time	08:30 A.M
	Cuyahoga Valley CC		Immediately following
Location	8001 Brecksville Rd.	Contest Time	orientation
	Brecksville, OH 44141		(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.		
Testing	No		
Eligibility	1 contestant for every 500 paid members		
Clothing	Clothing Classification Guide - CLASS A		
Provided by	Professional Resumé – typed hardcopy (three (3) copies)		
Contestant	Emergency Medical Form (Co		this to compete)
	Pen for completing application form		
	The following WILL NOT be tolerated and are grounds for disqualification		
	from the competition:	collaborate and/or o	ther electronic devices in
			ed in this document.
		not be used as a calc	
			ontest area once the
	contest begins.	,	
	o No inappropriate communication between contestants such as		
	verbally degrading another contestant or informing another		
	contestant of the skills/test prior to or during the competition.		
	o No cheating on any	portion of the conte	st.

V Career Field Technical dard Outcomes: bloyability Skills dership and Communications
dership and Communications
wledge Management and
Technology ness Literacy



Contestant Number

Job Interview

Interviewer Greeting and introduction (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6) Résumé Content (1.1.5, 1.2.5, 1.2.6, 1.2.11, 1.2.12, 1.4.2) Interviewer Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3) Conclusion of the interview Educational experiences Occupational experiences Special activities Grammar and Vocabulary Temperament and Questions Interviewer Maturity: Answers to Questions (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6, 1.5.8) Career Objective Resume Organization Resume Content Appearance Poise and Temperament Greeting and Introduction Interview Closing (1.1.5, 1.2.5, 1.2.6, 1.2.11, 1.2.12, 1.4.2) Interviewer Preparation: Knowledge of Position Applied for and Personal History (1.1.1, 1.1.4, 1.1.5, 1.5.8) Persuasiveness and Self-confidence Interviewer Presentation: Self-Confidence and Persuasiveness (1.1.1, 1.1.5, 1.1.6) # egbu Very descriptive in sharing their career plan and timeline. Resume is one-page, single sided.
Organizes information in logical
categories, in reverse chronological
order, and in a readable eye-appealing Includes relevant and informative contact information; education and training; work and volunteer experience, memberships Neatly dressed in Official SkillsUSA Dress. The student closed with a conclusion and the end was easily identifiable. Fluently presented all three experience areas. Consistently and accurately related to the job requirements and qualifications. Effectively used correct, job-related vocabulary and correct grammar. Engaged and responsive to the interviewer. Questions relevant and Greeted the interviewer with a hands appropriate greeting and introduced themselves. Well-poised and confident. Confident and persuasive. Strong evidence 5-4 The student had a soft close the end was somewhat identifiable. Moderately fluent, but may have only addressed 2 of the 3 experiences. Somewhat related to the job requirements and qualifications Moderately confident and persuasive, stumbling a few times. Moderately engaged and responsive to the interviewer. Questions Moderately descriptive in sharing their career plan and timeline. Moderately relevant and informative. Two or three pieces of SkillsUSA Dress missing or warn incorrectly Acceptably poised and somewhat confident. Omitted one or two of the three components of the greeting. (handshake, greeting, introduction) Moderate use of correct, job-related vocabulary and grammar. perfunctory and rote. format. Moderately organized and logical Acceptable evidence 3-2 No close or conclusion were determinable. Did not address the three experiences. Failed to relate to the job requirements and qualifica Not confident or persuasive Limited use of correct, job-related vocabulary and grammar, Not engaged with or responsive to the interviewer. Asked poor or no Vague and limited in sharing their career plan and timeline. Insufficiently organized format informative. Insufficiently relevant and Four or more pieces of SkillsUSA Dress missing or worn Nervous and unsure of Greeting and introductions wen limited or not seen in the interview Low evidence 1-0 Points Earned (5-0) 랿 X10 X40 X40 X10 X10 01X NIX. X10 X10 01X X10 X10 TOTAL SCORE COMMENTS

INTERVIEWER SUBTOTAL (900)

Penalties Receptionist Completeness/Legibility of Application (1.2.6, 1.2.11, 1.2.12, 1.4.2) Receptionist Appearance/Posture/Grooming (1.1.1, 1.1.5, 1.2.3) Receptionist Greeting and introduction (1.1.1, 1.1.5, 1.2.2, 1.2.3, 1.2.5, 1.2.6) Job Interview – Receptionist Poise Punctuation Legible and Neat Signed by applicant Completeness Spelling Grammar Sincerity Temperament All sections complete or marked N/A for not applicable. No spelling mistakes made. No grammar mistakes made No punctuation mistakes made All writing is legible and neat Application signed by applicant The student exhibited excellent manners and was polite throughout. Greeted interviewer with a handshake appropriate greeting and introduced themselves. The student exhibits good manners and was polite most of the time. partially completed. All sections attempted and mostly or One to three spelling mistakes made. One to three grammar mistakes made Application writing is mostly neat with one to six illegible words or phrases. One to three punctuation mistakes Omitted one or two of the three components of the greeting. (handshake, greeting, introduction) Application NOT signed by applicant. (0 points) Four or more spelling Application writing is NOT neat and most or all is illegible. One or more sections not Four or more punctuation (-1) for every minute interval over 30 minutes up to -10 attempted. mistakes made. Four or more grammar mistakes The student was dismissive, curt, or unprofessional. interview. Greeting and introductions were limited or not seen in the RECEPTIONIST SUBTOTAL (200) Contestant Number Time penalty š š š š š š š š

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FINAL SCORE