

**2017 MICHIGAN SKILLSUSA CHAMPIONSHIPS  
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Job Interview

**CONTEST LOCATION:**

Amway Grand Plaza Hotel  
187 Monroe Avenue NW  
Grand Rapids, MI 49503, US  
(616) 774.2000  
<http://www.amwaygrand.com/>

**RESUME:**

Each student must submit a one-page printed resume before the contest start at the contest site (present to contest coordinator, not judges). The resume is no longer submitted online. This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty.

**STUDENT MUST SUPPLY:**

- 6 copies of your resume. Resume is one page in length.
- Pen or pencil
- Same supplies as listed in the SkillsUSA Championships Technical Standards

**NOTE:**

- *Please refer to the 2017-2018 Technical Standards for specific contest details.*

**CLOTHING REQUIREMENT (if different from National contest):**

- SkillsUSA official dress or professional attire
- No jeans
- No tennis shoes
- No heels over 2"
- No hats (unless part of industry standard dress)
- Shirts must cover midriff (waistline)

**OBSERVERS ALLOWED IN ROOM DURING COMPETITION?**

- No

<b>JOB INTERVIEW</b>		<b>CONTESTANT #</b>				
<b>ITEMS EVALUATED</b>	<b>POSSIBLE POINTS</b>	<b>PROFICIENT (above &amp; beyond; can teach skill)</b>	<b>SATISFACTORY (meets industry standards)</b>	<b>DEVELOPING (progress-ing, yet incomplete)</b>	<b>BEGINNING (very basic level)</b>	<b>SCORE</b>
<b>Receptionist:</b>						
<b>Greeting &amp; Intro</b>	<b>40</b>	40 Strong, firm handshake; strong voice; smiles.	30 Firm handshake; good voice; no smile.	20 Weak handshake; soft voice; no smile.	10 Missing handshake or strong voice or smile.	
<b>Appearance</b>	<b>20</b>	20 Official Skills attire; neat, clean, ironed; hair combed; fingernails trim & clean; (girls) make-up appropriate.	15 ONE missing or wrong clothing item; OR one grooming error such as hair uncombed or shirt wrinkled.	10 TWO missing or wrong clothing items or grooming errors.	5 THREE missing or wrong clothing items or grooming errors	
<b>Completeness &amp; Legibility of Application</b>	<b>100</b>	100 Neat & legible; complete; clean and smudge-free; error-free. In ink.	80 Neat and clean; mostly complete; 1-2 spelling or grammar errors. In ink.	60 Messy handwriting; smudged; several spelling/grammar errors; OR missing info.	40 Illegible in spots; smudged; many errors; OR missing half info; OR in pencil.	
<b>Interviewer:</b>						
<b>Greeting &amp; Intro</b>	<b>60</b>	60 Strong, firm handshake; sure voice; smiles; greets each judge	50 Firm handshake; good voice; no smile or lacks confidence.	40 Weak handshake; soft voice; no smile.	30 No handshake OR mumbles OR no smile; uncertain.	
<b>Appearance/Posture/Grooming</b>	<b>60</b>	60 Official Skills attire; neat, clean, ironed; hair combed; fingernails trim & clean; (girls) make-up appropriate.	45 ONE missing or wrong clothing item; OR one grooming error such as messy hair or wrinkles.	30 TWO missing or wrong clothing items or grooming errors.	15 THREE missing or wrong clothing items or grooming errors	
<b>Completeness &amp; Clarity Of Résumé (3 cc)</b>	<b>120</b>	120 Typed; meets industry stds; neat & legible font; complete with personal data, education & experience. Error-free.	100 Typed; neat & legible; missing one imp't item such as personal data, education or experience. 1-2 errors.	80 Typed but messy; contains many errors; missing vital info on personal data, education or experience.	60 Hand-written; falls far short of industry stds; missing imp't info such as contact info, education, experience.	
<b>Maturity: Answers to Questions</b>	<b>150</b>	150 Answers to ALL 4-6 questions are fully fleshed-out; demonstrates knowledge & understanding of topics.	125 Answers to Q's are complete but brief; mostly demos knowledge & understanding of topics.	100 Answers to half of Q's are brief & vague; moderately demos understanding of topics.	75 Answers to all Q's are brief; unclear whether candidate has much knowledge of topics.	
<b>Overall Presentation: Self-confidence &amp; Persuasiveness</b>	<b>150</b>	150 Poised; maintains eye contact; relaxed; confident; prepared; enthusiastic; professional; smiles!	125 Only breaks eye contact occasionally; shows slight nervousness; minor mistakes but recovers quickly; smiles most of the time.	100 Minimal eye contact; distracted; nervous hand, leg, body twitches; trouble recovering from mistakes; forgets to smile.	75 Tension & nervousness is obvious; unable to recover from mistakes; no eye contact; hands/feet jittery.	
<b>Preparation: Know ledge of Position Applied for &amp; Personal History</b>	<b>150</b>	150 Has researched position/job market; understands the requirements; can relate personal history to position.	125 Moderate understanding of position; relates personal history to position.	100 Moderate understanding of position; minimal knowledge of requirements; barely ties in personal experience.	75 Little knowledge of position, requirements, job market. Barely can relate personal experience to position.	
<b>Personal Salesmanship</b>	<b>150</b>	150 Can list his/her qualifications/ strengths & fully explain what he/she has to offer the com-pany & why should be hired.	125 Lists some strengths/qualifi-cations; relates to job & briefly states why should be hired.	100 Lists some strengths; states reasons should be hired but doesn't relate to the specific position.	75 Unconvincing; can only list 1 or 2 personal qualifications; unable to fully explain why should be hired.	
					<b>SUBTOTAL</b>	
<b>Time Penalty</b>	<b>0 to -10</b>	0 Completes application w/in 30 min. limit; no pts deducted.	-1 For each minute or partial min. over the 30 min. limit.	-10 Maximum deduction for 10 min or more over limit.		
<b>Total Possible</b>	<b>1000</b>				<b>TOTAL</b>	