

**2021 MICHIGAN SKILLSUSA CHAMPIONSHIPS
TASK & MATERIALS LIST**

SKILL OR LEADERSHIP AREA: Job Interview

CONTEST LOCATION:

Virtual

RESUME:

Each student must submit a one-page printed resume before the contest starts at the contest site (present to contest coordinator, not judges). 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:

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

CONTEST INFO:

- Upon entering the contest room, the contestant will have 3 minutes to setup and 3 minutes to tear down their demonstration. The 5-7 minute demonstration will begin after setup is complete.
- *Please refer to the National Technical Standards for detailed information related to this contest.*
- How to access SkillsUSA National Technical Standards:
https://www.youtube.com/watch?v=aR9Jet0PRP8&feature=emb_logo
- National Contest Updates are located:
<https://www.skillsusa.org/competitions/skillsusa-championships/contest-updates/>

CLOTHING REQUIREMENT (if different from National contest):

- SkillsUSA official dress
- No heels over 2"
- No hats (unless part of industry standard)
- No logos, no names, all identifying information must be covered.
- 2021 only – no deductions will be made if full official dress is not available

OBSERVERS ALLOWED IN ROOM DURING COMPETITION?

- No

PURPOSE To evaluate contestants' understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

ELIGIBILITY

Open to active SkillsUSA members.

SCOPE OF THE CONTEST

Knowledge Performance

There is no written knowledge test required in this contest.

Skills Performance

This contest 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 contest 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.

Contest Guidelines

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the personal résumé and employment application, contestants will use their own name, address, school, employment and occupational information. All information must be as accurate as possible.
2. The receptionist will serve as a judge.
3. When called from the assembly area, the contestant will approach the receptionist as though applying for a job in the occupational area consistent with the contestant's training program. Contestants will be given an employment application to complete within 30 minutes in the receptionist's presence.
4. Contestants will complete the application by printing in ink. The receptionist will note the time the contestant is handed the application and the time the completed application is returned. One point will be deducted for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points). Information such as the following may be asked on the application:
 - a. Employment desired.
 - b. Education.
 - c. Membership in civic, community or school organizations.
 - d. Former employers and work experience.
 - e. References.
5. The receptionist will receive the completed application along with three copies of a one-page, typewritten résumé prepared in advance and supplied by the contestants. The following information must be contained in the one-page résumé:
 - a. Name, address, and phone number.
 - b. Career objective.
 - c. Education and training.
 - d. Work experience beginning with present employment listing specific responsibilities.
 - e. Professional memberships, major accomplishments, awards earned
 - f. References are to be on a separate page, not on the one-page résumé.
6. After the receptionist evaluates the application, a technical committee member will

- present three copies of the personal résumé to the interviewing committee (judges).
7. After the judges review the personal résumé, a technical committee member will direct the contestant to the judges for the interview.
 8. The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.
 9. All contestants in an interview group will be asked identical questions. Such questions might include the following but will be determined by the judges:
 - a. What are your occupational objectives?
 - b. What do you like most about this occupation?
 - c. What are your hobbies?
 - d. What would you like to be doing five years from now? Ten years?
 - e. Why do you want to work for our company?
 - f. What two accomplishments have given you the most satisfaction?
 - g. What are your extracurricular activities?
 - h. How would you describe your ideal job?
 - i. What do you think determines a person's progress within a company?
 - j. What do you consider to be your outstanding job-related personal characteristics or strengths? k. What qualifications and characteristics do you have that make you feel you'll succeed in your work?
 10. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions

Job Interview Rubric

JOB INTERVIEW		CONTESTANT #				
ITEMS EVALUATED	POSSIBLE POINTS	PROFICIENT (above & beyond; can teach skill)	SATISFACTORY (meets industry standards)	DEVELOPING (progressing, yet incomplete)	BEGINNING (very basic level)	SCORE
Receptionist:						
Greeting & Intro	40	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.	
Appearance	20	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	
Completeness & Legibility of Application	100	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	40 Illegible in spots; smudged; many errors; OR missing half	

				errors; OR missing info.	info; OR in pencil.	
Interviewer:						
Greeting & Intro	60	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.	
Appearance/Posture/ Grooming	60	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	
Completeness & Clarity of Resume (3 cc)	120	120 Typed; meets industry standards; neat & legible font; complete with personal data, education & experience. Error-free.	100 Typed; neat & legible; missing one important 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 standards; missing important info such as contact info, education, experience.	
Maturity: Answers to Questions	150	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.	
Overall Presentation: Self-confidence & Persuasiveness	150	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.	
Preparation: Knowledge of Position Applied for & Personal History	150	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.	
Personal Salesmanship	150	150 Can list his/her qualifications/ strengths & fully explain what he/she has to offer	125 Lists some strengths/ qualifications; relates to job & briefly states	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	

		the company & why should be hired.	why should be hired.		should be hired.	
					SUBTOTAL	
Time Penalties	0 to -10	0 Completed 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.		
Total Possible	1000				TOTAL	

Revised 2/5/2021