



Job Interview

2024 SkillsUSA Michigan State Championships Contest Description Task and Materials List

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 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.

PORTFOLIO: A portfolio is required. See the 2023-2024 Technical Standards for details.

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

NOTE:

- *Please refer to the 2023-24 Technical Standards for specific contest details.*

CLOTHING REQUIREMENT (if different from National contest):

- SkillsUSA official dress
- No heels over 2"

FRAMEWORK REQUIREMENT

Students will be expected to display or explain how they used some of the SkillsUSA Framework Essential Elements.

TESTING REQUIREMENT

Online Professional Development

NO OBSERVERS ALLOWED IN ROOM DURING COMPETITION

Job Interview Rubric

Contestant #

Category	Tech Standards / Specifications	Substantially Demonstrated	Moderately Demonstrated	Minimally Demonstrated	Score (0-5)	Weight	Awarded Points	Total Points
Receptionist	Greeting and Introduction JI 4.0 — Meet and greet receptionist to meet industry standards. 4.1. Greet receptionist professionally. 4.2. Introduce oneself to the receptionist.	5 4 Student greets interviewer with a hand shake and greeting, clearly introduces themselves (first and last name), and allows for the interviewer to introduce themselves. Student was impressive, while displaying a calm and relaxed, comfortable demeanor.	3 2 Student has omitted 1 or 2 or the previous 3 components of the greeting, introduction of self and interviewer. Student was somewhat nervous, mildly challenged and moderately disengaged from the interviewer.	1 0 The greeting and introductions were limited or not seen in the interview. Student was moderately nervous, struggled with confidence, was shy and limited in engagement.		5	0	25
	Appearance/Posture/Grooming JI 4.0 — Meet and greet receptionist to meet industry standards.	5 4 The student substantially demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is free from wrinkles.	3 2 The student moderately demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is somewhat free from wrinkles.	1 0 The student does not demonstrate a professional appearance in dress and/or personal hygiene. The clothing does not fit well and appears unkempt.		5	0	25
	Completeness & Clarity of Application JI 3.0 — Complete an employment application that meets industry standards. 3.1. Complete the employment application within the allotted time limit. 3.2. Be prepared with all needed information to complete the application. 3.3. Review employment applications to ensure it is free of errors. 3.4. Be prepared to complete a paper or online application form.	5 4 All writing is legible and neat. No punctuation, grammar, or spelling mistakes made. All sections complete or marked N/A for not applicable.	3 2 Application writing is mostly neat with 2-3 punctuation, grammar, and / or spelling mistakes made. All sections attempted and mostly completed or partially completed.	1 0 Application writing is NOT neat and most or all is illegible. 4 or more punctuation, grammar, and / or spelling mistakes made. One or more sections not attempted.		10	0	50
Portfolio	Completeness and Clarity JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee 1.1. Write a title page that includes the competitor's name, school, grade, training program. 1.2. List each section and corresponding page numbers in a table of contents. 1.3. Include components/artifacts that present the competitor's work to potential employers and display the skills that qualify the competitor for a position.	5 4 The portfolio substantially demonstrates the technical standards and specifications listed for Completeness and Clarity.	3 2 The portfolio moderately demonstrates the technical standards and specifications listed for Completeness and Clarity. All sections attempted and mostly completed or partially completed.	1 0 The portfolio minimally demonstrates the technical standards and specifications listed for Completeness and Clarity. One or more sections not attempted.		3	0	15
	Resume and Career Objectives JI 2.0 — Prepare a one-page personal resume. 2.1. Design a personal layout and structure for the resume. 2.2. List name, address and phone number. 2.3. State a specific career objective. 2.4. List educational and training information. 2.4.1. Include areas of study. 2.4.2. List any employment-related certifications or licenses. 2.4.3. Identify the name and location of academic/training institutions. 2.5. Discuss work experience beginning with present employment. 2.6. Outline specific job responsibilities and transferable skills gained, in a bulleted format. 2.7. List organizational memberships, major accomplishments and awards earned. 2.8. Edit resume for spelling, grammar and effective design.	5 4 The resume substantially demonstrates the technical standards and specifications listed. No punctuation, grammar, or spelling mistakes made. All sections complete or marked N/A for not applicable.	3 2 The resume moderately demonstrates the technical standards and specifications listed. 2-3 punctuation, grammar, and / or spelling mistakes made. All sections attempted and mostly completed or partially completed.	1 0 The resume minimally demonstrates the technical standards and specifications listed. 4 or more punctuation, grammar, and / or spelling mistakes made. One or more sections not attempted.		3	0	15
	References JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee	5 4 The references are on a separate page (not the resume). The references include at least 3 individuals and all of the following information: their relationship to the student, years known, their organizational affiliation, and complete contact information (mailing address, email address, and phone number.□	3 2 The references are on a separate page (not the resume). The references include at least 2 individuals and most of the following information: their relationship to the student, years known, their organizational affiliation, and complete contact information (mailing address, email address, and phone number.	1 0 The references are on the resume. The references are not complete.		3	0	15
	Awards and Recognition JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee	5 4 The portfolio substantially demonstrates the student's Awards and Recognition. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio substantially demonstrates the student's Awards and Recognition. 2-3 punctuation, grammar, and / or spelling mistakes made.	1 0 The portfolio substantially demonstrates the student's Awards and Recognition. 4 or more punctuation, grammar, and / or spelling mistakes made.		3	0	15
	Work Sample Documentation JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee	5 4 The portfolio substantially demonstrates Work Samples. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio substantially demonstrates Work Samples. 2-3 punctuation, grammar, and / or spelling mistakes made.	1 0 The portfolio substantially demonstrates Work Samples. 4 or more punctuation, grammar, and / or spelling mistakes made.		3	0	15
	Community Service JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee	5 4 The portfolio substantially demonstrates the student's Community Service activities. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio substantially demonstrates the student's Community Service activities. 2-3 punctuation, grammar, and / or spelling mistakes made.	1 0 The portfolio substantially demonstrates the student's Community Service activities. 4 or more punctuation, grammar, and / or spelling mistakes made.		3	0	15
	Membership and Affiliations JI 1.0 — Create a professional portfolio that effectively describes occupational skills attained and meets the structural guidelines established by the competition technical committee	5 4 The portfolio substantially demonstrates the student's Membership and Affiliations. No punctuation, grammar, or spelling mistakes made.	3 2 The portfolio substantially demonstrates the student's Membership and Affiliations. 2-3 punctuation, grammar, and / or spelling mistakes made.	1 0 The portfolio substantially demonstrates the student's Membership and Affiliations. 4 or more punctuation, grammar, and / or spelling mistakes made.		3	0	15
Interviewer	Greeting and Introduction JI 5.0 — Complete a job interview that meets industry standards. 5.1. Professionally introduce yourself.	5 4 Student greets interviewer with a hand shake and greeting, clearly introduces themselves (first and last name), and allows for the interviewer to introduce themselves. Student was impressive, while displaying a calm and relaxed, comfortable demeanor.	3 2 Student has omitted 1 or 2 or the previous 3 components of the greeting, introduction of self and interviewer. Student was somewhat nervous, mildly challenged and moderately disengaged from the interviewer.	1 0 The greeting and introductions were limited or not seen in the interview. Student was moderately nervous, struggled with confidence, was shy and limited in engagement.		24	0	120
	Appearance/Posture/Grooming JI 5.0 — Complete a job interview that meets industry standards. 5.2. Display good posture and appropriate dress and grooming.	5 4 The student substantially demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is free from wrinkles.	3 2 The student moderately demonstrates a professional appearance through good grooming in dress and personal hygiene. The clothing fits well and is somewhat free from wrinkles.	1 0 The student does not demonstrate a professional appearance in dress and/or personal hygiene. The clothing does not fit well and appears unkempt.		10	0	50
	Maturity: Answers to Questions JI 5.0 — Complete a job interview that meets industry standards. 5.3. Respond to four to six questions from the judging panel. 5.6. Explain personal strengths and weaknesses to the committee when applicable.	5 4 Student was sensitive and responsive to the interviewer. Questions were asked to interviewer. Student effectively uses correct, job related vocabulary and correct grammar, speaks with appropriate volume with clear enunciation.	3 2 Student was moderately sensitive and responsive to interviewer. Questions may or may not have been asked to interviewer. Student had moderate use of correct, job related vocabulary and grammar, was somewhat soft spoken with some enunciation difficulties.	1 0 Student was had minimal regard for sensitivity and responsiveness to the interviewer. Poor or no questions were asked. Student had limited use of correct, job related vocabulary and grammar, was somewhat difficult to hear and understand throughout the interview.		30	0	150
	Presentation Self-Confidence and Persuasiveness JI 5.0 — Complete a job interview that meets industry standards. 5.7. Discuss personal and professional short- and long-term goals. 5.8. Describe two accomplishments and personal satisfaction gained from each when applicable.	5 4 Student portrayed confidence and convincing in their ability.	3 2 Student was moderately convincing, confident and persuasive.	1 0 Student was limited in portraying confidence or persuasiveness.		30	0	150
	Preparation Knowledge of Position Applied for & Personal History JI 5.0 — Complete a job interview that meets industry standards. 5.3. Demonstrate knowledge of position applying for and personal history. 5.5. Explain work and leadership experiences concisely when applicable.	5 4 Student was very descriptive in sharing career plan with a plan and timeline. Student was consistent, frank and accurate in relating to job requirements or qualifications.	3 2 Student was moderately descriptive in sharing career plan with a plan and timeline. Student swayed from consistency, had variation in relating to the job.	1 0 Student was vague and limited in sharing career plan with a plan and timeline. Student was very inconsistent, challenged by the job requirements or qualifications.		30	0	150
	Personal Salesmanship JI 5.0 — Complete a job interview that meets industry standards. 5.9. Explain personal qualifications and characteristics that will lead to professional success. 5.10. Describe your ideal job when applicable.	5 4 Student portrayed confidence and convincing in their ability. Student closed with a conclusion and the end was easily identifiable.	3 2 Student was moderately convincing, confident and persuasive. Student had a soft close the end was somewhat identifiable.	1 0 Student was limited in portraying confidence or persuasiveness. No close or conclusion determined.		30	0	150
PENALTY	Application Time -10 points. The receptionist will note the time the competitor is provided 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).							
PENALTY	Framework Penalty Maximum -50 points.							