**Area 1**

**Regional Competition Contest Scope/Regulations**

**Contest**: Job Interview

**Competition Date**: March 4, 2025

**Chair**: Leslie Buckley: leslie\_buckley@caboces.org

**Required for Contest:**

* Blue or black pen
* 3 copies of a one-page résumé (extra pages will not be considered)
* Official SkillsUSA dress

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Weak** | | | **Partial** | | **Acceptable** | | **Good** | **Strong** | | **What we’re looking for:** | |
| **Room 1 –Reception 60pts** | | | | | | | | | | | | |
| Greeting&Introduction **40pts** |  | | |  | |  | |  |  | | Greet appropriately, give full name, firm hand- shake, eye contact. Politely tell receptionist which job they’re applying for and request application. | |
| Appearance& Posture **20pts** |  | | |  | |  | |  |  | | Fits the job they desire; clothing;hygiene; posture during full time in room | |
| **Room 1 –Job Application - Scored by Receptionists 100pts** | | | | | | | | | | | | |
| Appearance & Completeness **100pts** |  | | |  | |  | |  |  | | Neat, legible, all questions answered or indicated as N/A | |
|  | | |  | |  | |  |  | | Job skills are showcased and specified at every opportunity (esp. in education, references, & “other skills”) | |
|  | | |  | |  | |  |  | | All answers are written with quality grammar, correct capitalization & punctuation, and formal & technical vocabulary as appropriate | |
| Time to complete application: | | # Points deducted: | | | **Total Points Earned:**  **/100** | | | | | | One-half point will be deducted for each minute (round to nearest minute) over the 30-minute time limit (maximum deduction of 5 points). | |
| **Room 2 –Job Interview 720 pts** | | | | | | | | | | | | |
| Greeting, appearance &Introduction  **60pts** |  | | |  | |  | |  |  | | Greet appropriately, give full name, offer resume, firm hand shake, eye contact, confident walk and posture coming in | |
| Maturity in answers to Questions **150pts** |  | | |  | |  | |  |  | | Answers the questions fully with a main answer supported by stories, examples, and/or details. Doesn’t ramble on or give useless information but provides important details and full answers. Doesn’t rush into answers nor sit silently for uncomfortably long periods; generally avoids fillers such as “like” or “um”; Upright, calm, open posture; enthusiastic yet appropriately serious facial expressions; eye contact is appropriate (neither constant nor infrequent) | |
| Self Confidence and Persuasiveness  **150pts** |  | | |  | |  | |  |  | | Clear speaking with good volume, grammar and vocabulary, answers are easy to understand, avoids slang and overly-casual words or phrases | |
| Knowledge of Positions  **150pts** |  | | |  | |  | |  |  | | Answers are in line with the job and consistently show that the student is knowledgeable in this field & ready for this entry-level position; vocabulary specific to the field is used | |
| Personal salesmanship **150pts** |  | | |  | |  | |  |  | | Student indicates a belief that they can do the job well, but also shows desire to learn more and willingness to take instruction in the position | |
| **Total Points earned: /720** | | | | | | | | | | | | |
| **Room 2 –Résumé - 120pts** | | | | | | | | | | | | |
| Overall Appearance  **30pts** |  | | |  | |  | |  |  | | Professional look; no glaring formatting irregularities or other errors; minimal blank space | |
| Summary of Qualifications/ Objective& Other Sections  **20pts** |  | | |  | |  | |  |  | | Introduction section briefly but impressively summarizes the student and the characteristics they have that will make them the best candidate for this job. Sections *Other Skills, Interests, Certifications, Activities*, & *Awards* are used (or not), combined, labeled, and placed on the resume appropriately for the person & job | |
| Education  **20pts** |  | | |  | |  | |  |  | | Placed near the top; clearly describes their CTE education and skills learned; high school is indicated; names, program/diploma, dates, & places are all given in consistent, résumé-style format | |
| Work Experience  **20pts** |  | | |  | |  | |  |  | | Describes at least 1 job (of any kind); chronological order (most recent first); company, job title, dates, places, & duties are all carefully described in consistent, résumé-style format | |
| Professional Writing  **30pts** |  | | |  | |  | |  |  | | All information is written with quality grammar, correct capitalization & punctuation, and formal & technical vocabulary are used as appropriate | |
| **Total Points: /120** | | | | | | | | | | | | |
| **Reception Points**: | | | **Job App Points**: | | | | **InterviewPoints**: | | | **RésuméPoints:** | | **Final Score:**  **/1000** |