



## INTERVIEWING SKILLS

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- Purpose:** To encourage Health Science students to develop and/or refine the skills necessary to apply for and obtain employment.
- Description of Event:** Competitors shall apply for any health care related position for which they are trained or and being trained. Competitors will prepare a cover letter and resume to bring with them to the conference. At the conference, competitors will complete a job application (at orientation) and participate in a job interview (assigned time received at orientation.).
- Dress Code:** Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for proper dress.
- Eligibility:** In order to participate in this event, the competitor must meet all of the following requirements:
- MUST be classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17.
  - *Submit a completed form from the appropriate school official stating that the competitor is classified under the provisions of Public Law 105-17 to the State Advisor prior to state competitive events.* The appropriate form is on page 5 of these guidelines. [To be eligible for National competition, this signed form must be mailed by the State Advisor to National HOSA prior to May 15 of the competition year.]
- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the Secondary division.
  2. Prior to attending the National Leadership Conference, the competitor should select any health care related position for which he/she is trained or is being trained. (A job for which he/she could apply.)
  3. The competitor prepares a one page cover letter and a one page resume to bring to the conference and submit during the event orientation. The cover letter and resume must be factual and accurate. Competitors should include real work experience and education, and only apply for the type of job that he/she is currently qualified to hold.
  4. Competitor numbers and order of competition will be pre-assigned on a random selection basis.
  5. Competitors shall report to the orientation for the event. During the orientation the competitor will be given no more than (30) thirty minutes to complete a job application. **Competitors are required to bring their own pen to complete the application.** Event proxies are NOT allowed in this event.
  6. Competitors may use the print copy of the resume they brought with them when completing the job application. Upon completion of the job application, the competitor must write his/her competitor ID number on the job application, cover letter and resume, and turn them in to the Event Manager before leaving the orientation.

7. The cover letter, resume, and completed application will be given to the interview judge(s) by event personnel, and will be rated at the time of the interview.
8. Competitors shall report to the site of the job interview at the appointed time. No materials may be taken into the interview, and a portfolio may NOT be used. The section leader shall introduce the competitor by number to the judges.
9. The interview will be conducted for a maximum of eight (8) minutes. The competitor will be excused and judges will be given an additional four (4) minutes to complete the rating sheet.
10. The questions asked during the event are considered to be a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic for ANY event until after the event has concluded. Competitors who violate this ethical standard will be disqualified.
11. Should a tie occur, the lieutenant will use the score on the rating sheets sections with the highest point value(s), in descending order, to break the tie.
12. Competitors must be familiar with and adhere to the "**General Rules and Regulations of the National HOSA Competitive Events Program.**"

#### **Required Personnel (Per Section)**

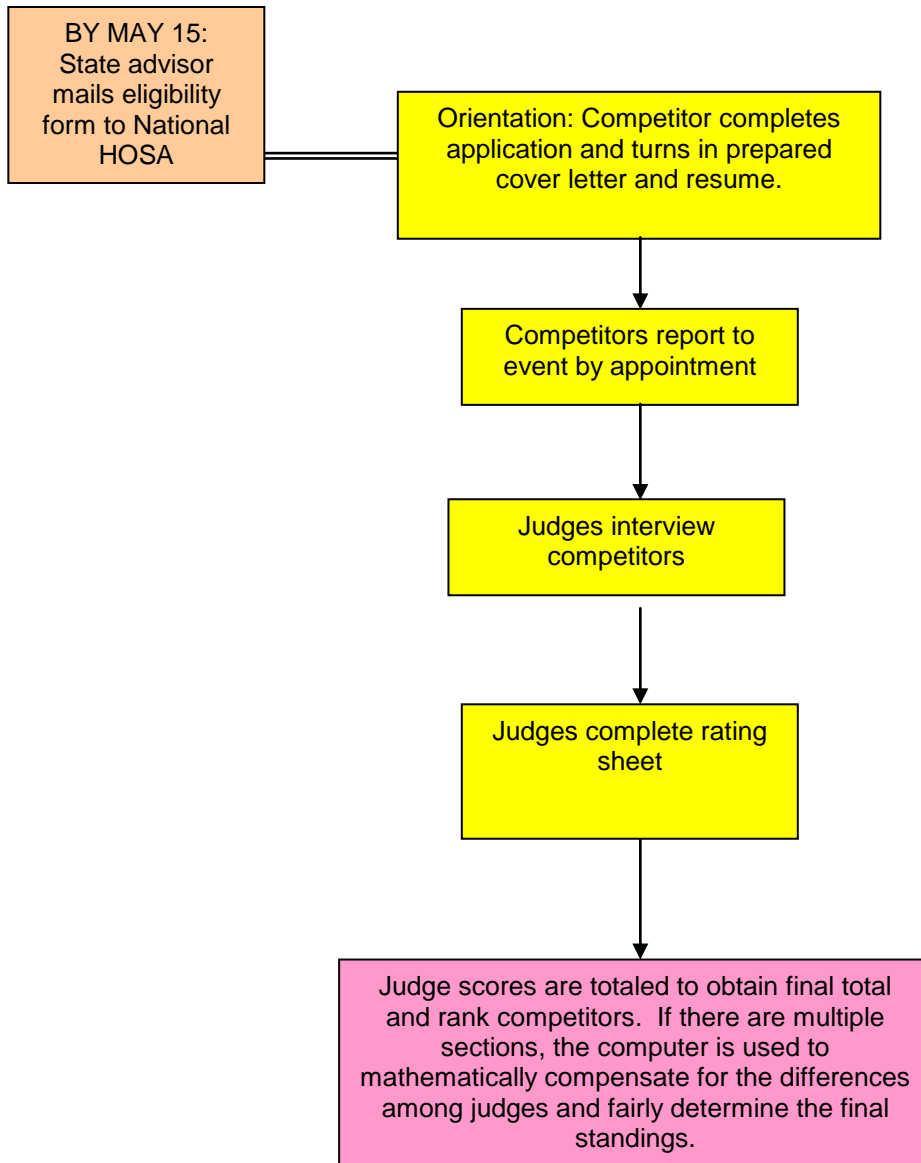
1. One Event Manager (per event)
2. One Section Leader
3. One to three Judges
5. Courtesy Corps members as needed

#### **Facilities, Equipment and Materials (Per Section)**

1. One interview room per section with a sufficient number of tables and chairs
2. Hand calculator
3. Job application forms
4. List of interview questions for the judges
5. Note pads/ pencils for Judges, pencils for participant evaluations
6. Large envelopes to hold job application, cover letter and resume.
- \*\*\* 7. Pens must be brought to the event orientation by the competitor
8. Hand sanitizer, 1 per section, for judges

\*\*\* To be brought to the event by the competitor.

## Event Flow Chart



# INTERVIEWING SKILLS JUDGE'S RATING SHEET

Section # \_\_\_\_\_

Competitor # \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Items Evaluated	Points Possible					Points Allocated
	Superior	Excellent	Good	Fair	Poor	
<b>1. General Characteristics:</b>						
Personal appearance	5	4	3	2	1	
Grammar	5	4	3	2	1	
Diction and articulation	5	4	3	2	1	
Eye contact, poise and posture	5	4	3	2	1	
<b>2. Cover Letter:</b>						
Content	5	4	3	2	1	
Neatness, spelling	5	4	3	2	1	
<b>3. Resume:</b>						
Organization, content	5	4	3	2	1	
Neatness, spelling	5	4	3	2	1	
<b>4. Job Application:</b>						
Completeness	5	4	3	2	1	
Neatness, spelling	5	4	3	2	1	
<b>5. Interview:</b>						
Introduction/first impression	10	8	6	4	2	
Content of answers	10	8	6	4	2	
Confidence, maturity, enthusiasm	15	12	9	6	3	
<b>6. Knowledge of Position Applied For:</b>						
	10	8	6	4	2	
<b>7. Close</b>	5	4	3	2	1	
<b>Total Points Possible</b>	<b>100</b>	<b>80</b>	<b>60</b>	<b>40</b>	<b>20</b>	

# **INTERVIEWING SKILLS**

## **STUDENT ELIGIBILITY FORM**

**For Regional/Area competition:** This signed form must be mailed/delivered to the designated person by the published deadline.

**For State competition:** This signed form must be mailed/delivered to the State Advisor by the published deadline.

**For National competition:** The State Advisor must sign and mail this form to National HOSA prior to May 15.

Student: \_\_\_\_\_

School: \_\_\_\_\_ State \_\_\_\_\_

- The above named student is classified under the provision of The Individuals with Disabilities Education Act Amendments of 1997 Public Law 105-17. (Students classified under Section 504 are NOT eligible to compete in this event.)
- Additional time is NOT considered a reasonable accommodation for this event. All competitors are provided 10 minutes of extra time to fill out the job application.

Chapter Advisor: \_\_\_\_\_

What accommodation recommended in the student's IEP should be made during this event?

School Official, Title and Date: \_\_\_\_\_

What specific accommodation was made for this student in this event at the State level?

State Advisor and Date: \_\_\_\_\_