Interviewing Skills

New for 2015 - 2016

Like in 2014-2015, competitors are now responsible for submitting the eligibility form and will receive 5 bonus points for submitting the form correctly. When submitting the eligibility form for NLC, it should only list accommodations that were provided at the state conference. The rating sheet has been updated.

Purpose: To encourage HOSA members to develop and/or refine the skills necessary to apply for and obtain employment.

Description Competitors shall apply for any health related position for which they are trained or 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 2004 reauthorized Individuals with Disabilities Education Act (IDEA).
- *Submit a* completed form from the appropriate school official stating that the competitor is classified under the provisions of IDEA 2004 following the submission directions on page 5 of these guidelines. Five (5) bonus points will be awarded to the competitor for submitting the eligibility form correctly.

Rules and Procedures

1. Competitors in this event must be active members of HOSA in good standing in the Secondary division.
2. Competitors must be familiar with and adhere to the "General Rules and Regulations of the National HOSA Competitive Events Program (GRR)."
3. Prior to attending the National Leadership Conference, the competitor should select any health related position for which he/she is trained or is being trained. (A job for which he/she could apply.)
4. 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.
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 and cover letter they brought with them (and nothing else) 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 four (4) minutes. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining for the interview. 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. There will be at least one question asked in the interview that evaluates the competitor's knowledge of the position for which they are applying.

11. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.

Competitor Must Provide:

- ☐ Event guidelines (orientation)
- ☐ Pens and #2 lead pencil with eraser (pen to fill out job application at orientation)
- ☐ Cover letter and resume (orientation)
- ☐ Watch with second hand (optional)
- ☐ Eligibility form (submitted to State Advisor by state deadline & to National HOSA by May 15, 2016)

Required Personnel (Per Section)

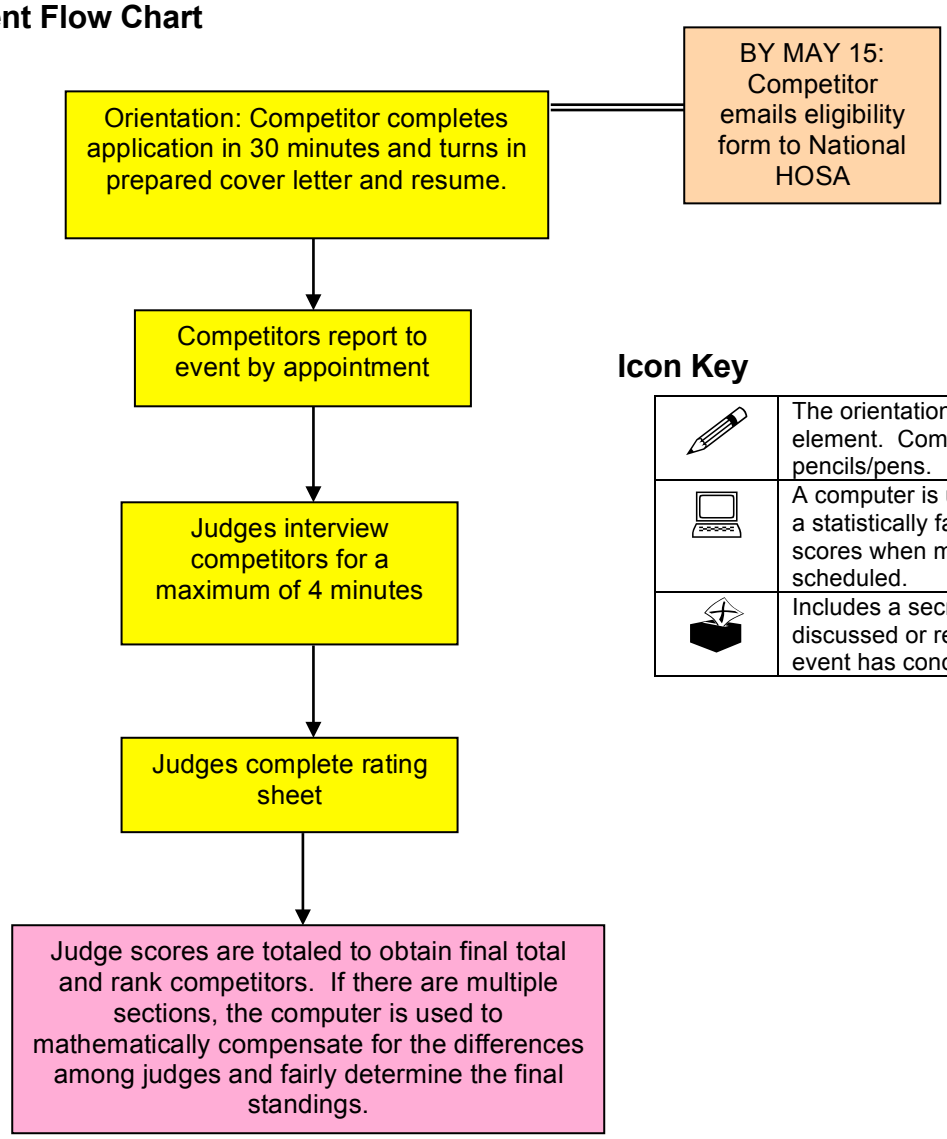
1. One Event Manager (per event)
2. One Section Leader
4. One to three Judges
5. Timekeeper
6. One-two event assistants per section
7. One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.

Facilities, Equipment and Materials (Per Section)

- ☐ One interview room per section with a sufficient number of tables and chairs
- ☐ Stopwatch
- ☐ Job application forms (secure item)
- ☐ List of interview questions for the judges (secure item)
- ☐ Note pads/ pencils for Judges

- ☐ Large envelopes/file folder to hold job application, cover letter & resume – 1 per competitor
- ☐ Hand sanitizer, 1 per section, for judges
- ☐ Rating sheets – one per judge per competitor
- ☐ Evaluation Forms – competitor, judge, and personnel
- ☐ #2 lead pencils with eraser to complete evaluations
- ☐ Flash card for 1 minute remaining

Event Flow Chart



Icon Key

	The orientation includes an event element. Competitors must bring pencils/pens.
	A computer is used at the NLC to provide a statistically fair method for balancing scores when multiple sections are scheduled.
	Includes a secret topic that may not be discussed or revealed to others until the event has concluded.

INTERVIEWING SKILLS
JUDGE'S RATING SHEET

Section # _____
Competitor # _____
Judge's Signature _____

Items Evaluated		Points Possible Superior	Excellent	Good	Fair	Poor	Points Awarded
1.	**General Characteristics:**						
	Personal appearance	5	4	3	2	1	0
	Grammar, Diction, Articulation	5	4	3	2	1	0
	Eye contact, poise and posture	10	8	6	4	2	0
2.	**Cover Letter:**						
	Content	5	4	3	2	1	0
	Neatness, spelling	5	4	3	2	1	0
3.	**Resume:**						
	Content	5	4	3	2	1	0
	Neatness, spelling, organization	5	4	3	2	1	0
4.	**Job Application:**						
	Completeness	5	4	3	2	1	0
	Neatness, spelling	5	4	3	2	1	0
5.	**Interview:**						
	Introduction/first impression	10	8	6	4	2	0
	Content of answers	10	8	6	4	2	0
	Confidence, maturity, enthusiasm	10	8	6	4	2	0
6.	Knowledge of Position Applied For:	10	8	6	4	2	0
7.	Close	5	4	3	2	1	0
	TOTAL JUDGE POINTS	95	76	57	38	19	0
POINTS GIVEN BY EVENT PERSONNEL: • Eligibility Form submitted by May 15th		5					0
	Total Points	**100**	**80**	**60**	**40**	**20**	**0**

INTERVIEWING SKILLS
STUDENT ELIGIBILITY FORM

The COMPETITOR is responsible for submitting this form. You will receive five (5) points for submitting this form correctly.

DO NOT send your actual IEP or other documentation. For purposes of this competition, ONLY this completed form is needed.

For Regional and State competition: This signed form must be provided to the State Advisor by the published deadline. Check with your local advisor for the process to follow in your state.

For National competition: The competitor must email this form to hosa@hosa.org by midnight Eastern Standard Time on May 15, 2016 to earn the five (5) points. For National competition, National HOSA only provides accommodation that was provided at the state level.

Student: _____

Chapter: _____ State _____

- The above named student is classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA). (Students classified under Section 504 are NOT eligible to compete in this event.)

School Official* Signature: _____

*Exceptional children (special education) teacher, guidance counselor or principal

Chapter Advisor Signature: _____

What accommodation recommended in the student's IEP should be made during this event? National HOSA only provides accommodation that was provided at the state level. **Please list specific accommodations PROVIDED AT THE STATE LEVEL and explain**

_____

_____

_____

_____

_____

- 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.