

# Interviewing Skills

## ***New for 2017 - 2018***

*Editorial updates and clarifications have been made to guidelines. Rating sheet has been updated. Eligibility form must be uploaded through STEM Premier.*

<b>Purpose</b>	To encourage HOSA members to develop and/or refine the skills necessary to apply for and obtain employment.
<b>Description</b>	Competitors shall apply for any health related position for which they are trained or are being trained. Competitors will prepare a cover letter and resume, along with two additional copies, to bring with them to the International Leadership Conference (ILC). At the ILC, competitors will complete a job application (at orientation) and participate in a job interview (assigned time received at orientation).
<b>Dress Code</b>	Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for <a href="#">proper dress</a> .
<b>Eligibility</b>	In order to participate in this event, the competitor must meet all of the following requirements: <ul style="list-style-type: none"> <li>✓ MUST be classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA).</li> <li>✓ <i>Submit</i> 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. <b>In order to be recognized on stage as an award recipient, this form must be uploaded to STEM Premier by May 15<sup>th</sup></b> (see instructions below).</li> </ul>
<b>Rules and Procedures</b>	<ol style="list-style-type: none"> <li>1. Competitors in this event must be active members of HOSA in good standing in the Secondary division.</li> <li>2. Competitors must be familiar with and adhere to the <a href="#">“General Rules and Regulations of the HOSA Competitive Events Program (GRR).”</a></li> <li>3. Prior to attending the International Leadership Conference, the competitor should select any health related position, or a position within a health facility, for which he/she is trained or is being trained. (A job for which he/she could actually apply; may be clinical, educational or administrative.)</li> <li>4. The competitor prepares three copies of 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 <u>must be factual and accurate</u>. Competitors should include real work experience and education, and only apply for the type of job that he/she is currently qualified to hold.</li> <li>6. 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. A verbal announcement with one (1) minute remaining will be given. <b>Competitors are required to bring their own pen to complete the application.</b> Event proxies are NOT allowed in this event.</li> </ol>

7. 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, and all three copies of the cover letter and resume, then turn them in to the Event Manager before leaving the orientation.
8. The completed application and three copies of the cover letter and resume will be given to the interview judge(s) by event personnel, and will be rated at the time of the interview.
9. 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 name to the judges.
10. 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.
11. 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. Violation of the ethics rules will be severely penalized. 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.
12. Resume and cover letter must be submitted in English for judging.
13. 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.

### Uploading to STEM Premier

The competitor must create a profile on STEM Premier, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together.

Competitors will create their online profile by-visiting – [www.stempremier.com/hosa](http://www.stempremier.com/hosa)

- A. The main purpose for the partnership with STEM Premier is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of HOSA, CANNOT access this information without explicit member permission.
- B. Competitors must create a profile and upload a .pdf of their Student Eligibility form to the **Interviewing Skills** competitive event opportunity on STEM Premier. Detailed instructions for doing this are in step f below or available at [www.hosa.org/STEMPremier](http://www.hosa.org/STEMPremier).
- C. The size limit for any files uploaded to STEM Premier is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <http://www.hosa.org/filesize>.
- D. Competitors only need to upload their Student Eligibility form once to STEM Premier. This ONE upload will be sufficient all three levels (regional, state, ILC) of competition.
- E. Please check with your state advisor to determine requirements and due dates for the eligibility form at the regional or state conference. The deadline for the International Leadership Conference is May 15, 2018.

F. STEM Premier Instructions

1. Join STEM Premier-
  - a. Go to [www.stempremier.com/hosa](http://www.stempremier.com/hosa).
  - b. Click the “Start Your Free Profile” button and create your account
  - c. Add HOSA to your profile
    - i. Click the white “Profile” tab at the top left of the screen
    - ii. Click the blue “Edit Profile” button at the top right of the screen (underneath where your profile picture is located)
    - iii. Select “Associations” from the bar on the left side of the screen
    - iv. Search for and add “HOSA-Future Health Professionals”
2. Search for HOSA Competitive Event-
  - a. Select “Opportunities” at the top of your screen when logged in
  - b. In the “Organization Name” search box type in “HOSA”; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example HOSA-Future Health Professionals | California). Click the blue “Search” box.
  - c. Select your competitive event from the list that appears to the right. Make sure that you have selected the proper state!
3. Submit Materials and Apply for Competitive Event-
  - a. Follow the steps and provide required information for your event
  - b. Click “Apply Now” when ready to submit
  - c. You have until the state deadline (contact state advisor) or ILC deadline (May 15, 2018) to change any content and re-upload your submissions. The material in STEM Premier as of May 15, 2018 is considered final for ILC.
  - d. To edit your submission-
    - i. Click the profile picture on the top right of your screen in STEM Premier.
    - ii. Click “My Opportunities” and select your event.
    - iii. Follow the instructions for editing your submission.

**Competitor Must Provide**

- Eligibility form (submitted to State Advisor by state deadline & uploaded to STEM Premier by May 15<sup>th</sup> deadline.)
- Event guidelines (orientation)
- Three copies of cover letter and resume in English (orientation)
- Pens (with blue or black ink to fill out job application at orientation)
- Watch with second hand (optional)

**Required Personnel**

- One Event Manager
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- Two to three judges, per section
- One timekeeper per section
- One-two event assistants per section

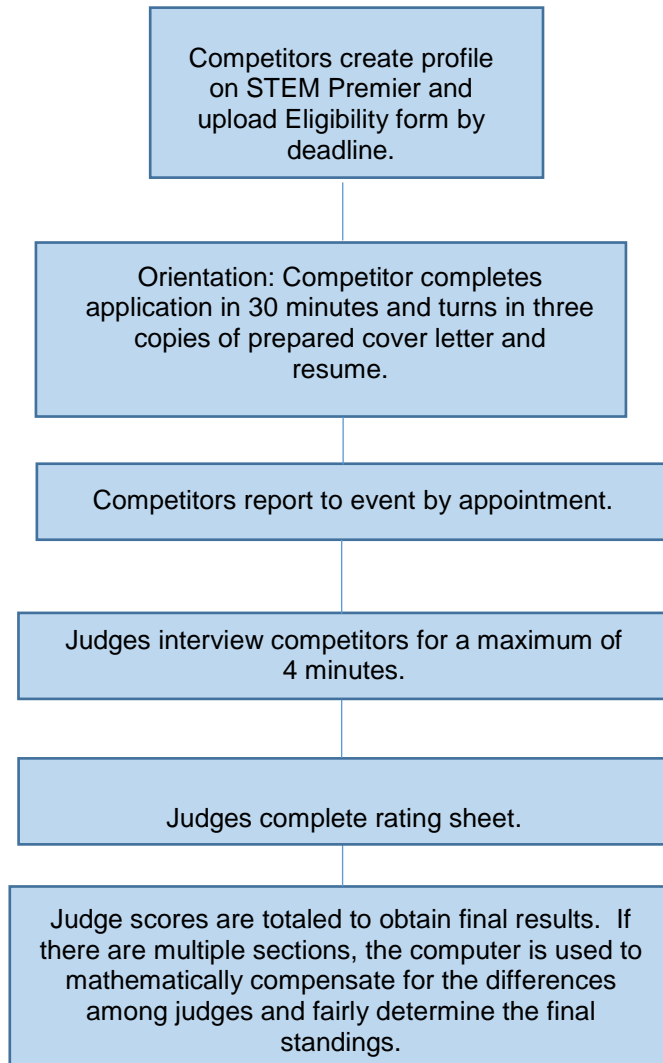
**Facilities, Equipment and Materials (Per Section)**

- One interview room per section with a sufficient number of tables and chairs.
- Job application forms (secure item)
- List of interview questions for the judges (secure item)
- Large envelopes/file folder to hold job application, cover letters & resumes – 1 per competitor
- Box to collect and hold envelopes
- Pencils for Judges

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

- Hand sanitizer, 1 per section, for judges
- Competitor list by alpha/section for EM, QA, Section Leaders & Timekeepers
- 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
- Stopwatch
- Copy of guidelines for judges
- List of competitors who have uploaded materials to STEM Premier by deadline.

## Event Flow Chart



# INTERVIEWING SKILLS JUDGE'S RATING SHEET

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

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

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

Items Evaluated	Points Possible Superior ----- Poor	Points Awarded
<b>No partial points are given in Section A. All four items <u>must</u> be completed to receive 45 points. If any portion is missing, Section A is scored a 0.</b>		
<b>A. Points for following Guidelines</b> <input type="checkbox"/> Eligibility Form uploaded to STEM Premier <i>by deadline.</i> <input type="checkbox"/> Cover letter and resume are one page each <input type="checkbox"/> Three (3) copies of cover letter & resume submitted <input type="checkbox"/> Submitted in English	45 <span style="margin-left: 150px;">0</span>	
<b>B. General Characteristics</b>		
Personal appearance	5   4   3   2   1   0	
Diction and Articulation	5   4   3   2   1   0	
Eye contact, poise and posture	10   8   6   4   2   0	
<b>C. Cover Letter</b>		
Content (factual, accurate, complete)	5   4   3   2   1   0	
Neatness, spelling, grammar	5   4   3   2   1   0	
<b>D. Resume</b>		
Content/organization (factual, accurate, complete)	5   4   3   2   1   0	
Neatness, spelling, grammar	5   4   3   2   1   0	
<b>E. Job Application</b>		
Completeness	5   4   3   2   1   0	
Neatness, spelling, grammar	5   4   3   2   1   0	
Reflects job competitor is qualified to hold	10   8   6   4   2   0	
<b>F. Interview</b>		
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	
<b>G. Knowledge of Position Applied For</b>	10   8   6   4   2   0	
<b>H. Closing</b>	5   4   3   2   1   0	
<b>Total Points</b>	<b>150 ----- 0</b>	

# INTERVIEWING SKILLS STUDENT ELIGIBILITY FORM

The **COMPETITOR** is responsible for submitting this form. **In order to be recognized on stage as an award recipient, this form must be uploaded to STEM Premier by May 15<sup>th</sup>.** DO NOT send your actual IEP or other documentation. For purposes of this competition, **ONLY** this completed form is needed.

***For Regional and State/Country competition:*** This signed form must be uploaded to STEM Premier by the published deadline.

***For International competition:*** The competitor must upload this form to STEM Premier by midnight Eastern Standard Time on May 15<sup>th</sup>. For international competition, HOSA-Future Health Professionals will provide the same accommodations that were provided at the state level.

**In order to be recognized on stage as an award recipient, this form must be uploaded to STEM Premier by May 15<sup>th</sup> per the instructions on pages 2-3 of these guidelines.**

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: \_\_\_\_\_

HOSA will provide the same accommodations that were provided at the state level.  
**Please list *specific* accommodations PROVIDED AT THE STATE LEVEL and explain:**

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- *Extra time is NOT considered a reasonable accommodation as competitors are provided 10 minutes of extra time to fill out the job application.*