



JOB INTERVIEW



SkillsUSA Championships Technical Standards

PURPOSE

To evaluate competitors' understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

First, download and review the General Regulations at updates.skillsusa.org.

ELIGIBILITY

Open to active SkillsUSA members. Each state may send one high school and one college/postsecondary competitor.

CLOTHING REQUIREMENTS

Class A: SkillsUSA Official Attire

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

Note: The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

Note: Wearing socks or hose is not required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

These regulations refer to SkillsUSA Championships Clothing Classifications that are pictured and described at skillsusastore.org. If you have questions about competition uniforms, call the SkillsUSA Store at 888-501-2183.

Note: Competitors must wear their official competition clothing to the competition orientation.

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
 - a. Employment application forms, either printed or electronic
2. Supplied by the competitor:
 - a. Pen
 - b. Employment Portfolio
 - 1.) All competitors must submit a digital copy of their portfolio saved as a PDF file. The purpose of the “Online Submission Requirements” is for pre-conference evaluation. Failure to submit a digital copy of the portfolio that can be opened and meets the required format may result in a loss of points. See “Online Submission Requirements” below for guidelines.
 - c. Device (laptop or tablet) that can connect to the Internet to be used for online application, if applicable. The device must be sufficiently charged for the competition. Charging in the competition area is not available.
 - d. All competitors must create a one-page single sided resume. See “Resume Requirement” below for online submission guidelines. See “Online Submission Requirements” below for guidelines.
 - e. In addition to the online submissions, competitors must also bring a hard copy of their resume and portfolio to the competition.

Note: All national competitors must also check for competition-specific updates and/or competitor preparation instructions on the SkillsUSA website at updates.skillsusa.org.

Note: A preliminary round will be conducted only when registrations exceed the capacity of the competition area(s). If conducted, the preliminary round will serve as an eliminator and a finals competition will be conducted.

PROHIBITED DEVICES

Cellphones, electronic watches and/or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

Penalties for Prohibited Devices

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which

compromised the integrity of the competition, the competitor's scores may be removed.

ONLINE SUBMISSION REQUIREMENTS

All SkillsUSA national competitors must submit their one-page single sided resume online. The deadline and link for online submissions will be published on updates.skillsusa.org.

Failure to submit any of the required online submission documents listed below by the established deadline will result in a 10-point penalty for each missing document. File(s) must open directly as a PDF file without additional software/application and/or permission status.

1. One-page single sided resume
2. Digital copy of portfolio contents. The online submission of scanned pages must be in the same order as the physical portfolio presented at the competition orientation.

Your submissions must be saved as individual PDF file types using the file name format of "Your Last Name_Your First Name_DocumentType." For example, "Amanda Smith" would save the individual PDF submission files as:

- Smith_Amanda_Resume
- Smith_Amanda_Portfolio

OBSERVER RULE

No observers will be permitted to view the competition.

SCOPE OF THE COMPETITION

KNOWLEDGE PERFORMANCE

There is no written knowledge test required in this competition. Competitors are required to take the SkillsUSA Professional Development Test.

SKILLS PERFORMANCE

This competition evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The competition consists of four (4) parts.

1. Pre-conference online submission of resume and employment portfolio
2. Receptionist's evaluation
3. Completion of an employment application
4. A job interview

COMPETITION GUIDELINES

1. Competition orientation
 - a. Competitors will be assigned appointment times. Appointments may be randomly pre-assigned by the technical committee or drawn during the competition orientation.

2. Portfolio
 - a. The portfolio is a collection of a competitor's career readiness documents.
 - b. The following are the only documents included in the portfolio, and they must be in the stated order.
 - 1.) Resume
 - 2.) Job posting
 - 3.) Cover letter
 - 4.) Three (3) professional references
 - 5.) Two (2) letters of reference
 - c. Resume
 - 1.) The resume must be a one-page single sided document with a professional appearance.
 - 2.) Do not include a photo on your resume.
 - a.) A penalty of 10 points will be assessed if a photo is included.
 - 3.) The following information must be contained in the one-page single sided resume, in the following order
 - a.) Contact information: name, address, email address, and phone number
 - i.) The email address must have a professional tone and appearance.
 - b.) Career Objective
 - i.) A concise statement of career goal. An ambiguous objective can make a candidate seem less valuable, be specific to generate more interest.
 - c.) Education and Training
 - i.) Include relevant skills and industry certifications.
 - d.) Experience
 - i.) Work or volunteer experience beginning with present employment, listing others in chronological order.
 - ii.) Include organization name, city and state, as well as a list of specific responsibilities.
 - e.) Memberships and Awards
 - i.) Professional memberships, major accomplishments, awards earned.
 - f.) References available upon request
 - i.) Do not include the names and contact information for references on the resume.
 - d. One (1) job posting
 - 1.) Competitors must research current job listings and select a real-world, entry-level position found within their pathway training area objectives.
 - a.) Listing resources include, but are not limited to, a local job board, ZipRecruiter, Indeed, or LinkedIn.
 - 2.) A printed copy of the job posting must be the second item in the portfolio.
 - e. Cover letter
 - 1.) The cover letter must be written as a professional business letter. The cover letter must not be more than one page single sided, and include

- a.) Introduction
 - b.) The position you are applying for
 - c.) An explanation of why you are a good fit
 - d.) Your contact information
 - f. Three (3) professional references
 - 1.) All three (3) references must be listed on a one page single sided document with a professional appearance, and must include
 - a.) First and last name
 - b.) Position or title
 - c.) Company or organization
 - d.) Relationship (supervisor, teacher, advisor, etc.)
 - e.) Phone number
 - f.) Email address
 - g. Two (2) letters of reference from teachers, mentors, supervisors, employers, and/or others.
 - 1.) The letter(s) may be from someone listed in professional references.
 - 2.) The letter should document why the competitor is a good fit for the position and/or would be a valuable addition to the organization.
3. Receptionist and application
- a. Competitors will greet the receptionist and request a job application.
 - 1.) The application may be an online link or a printed application.
 - 2.) The competitors will apply for the job posting documented in the portfolio.
 - b. Competitors will have 30 minutes to complete the application in the receptionist's presence.
 - 1.) The receptionist will note the time the competitor is provided with the application and the time the application is completed.
 - a.) A penalty of one (1) point will be assessed for each minute or fraction thereof over the 30-minute time limit (maximum deduction of 10 points).
 - c. The application may ask for the following:
 - 1.) Employment desired
 - 2.) Education
 - 3.) Membership in community and/or school organizations (include membership in SkillsUSA)
 - 4.) Former employers and work experience
 - 5.) References
 - d. The receptionist will evaluate the competitor on greeting, introduction, and overall professionalism.
4. Job interview
- a. The interview with the judges will be approximately 10-15 minutes. This will allow adequate time for four (4) to six (6) questions.
 - b. All competitors will be placed in one (1) or more interview groups, arranged by level (high school or college postsecondary).

- 1.) Competitors will only compete against other competitors in their interview group.
- c. All competitors in an interview group will be asked identical questions.
 - 1.) The competitor will be asked to describe the job they are applying for, based on the information submitted in the portfolio.
 - 2.) The remaining questions will be based on behavioral interview style questions, not job specific. The competitor should be able to connect previous experiences to the job they are applying for.
 - a.) Behavioral interview questions are statements or questions that ask job candidates to share examples of situations they've faced in the past. Interviewers use these questions to evaluate a candidate's ability to meet the job's requirements and how they might behave in the future, based on their past performance.
 - b.) Competitors should be familiar with the SkillsUSA Framework and be able to apply their knowledge of Personal Skills, Workplace Skills, and Technical Skills to their interview responses.
 - 3.) Competitors may be asked if they have any questions. They should be prepared to ask general questions, not job-specific questions, as the interview panel may not be industry-specific subject matter experts.
- d. If a final interview is required, competitors may be placed in a different interview group and may be asked different questions.

STANDARDS AND COMPETENCIES

JI 1.0 — Create a professional portfolio that illustrates job knowledge and career readiness.

- 1.1. Brainstorm project ideas following a problem-solving process.
- 1.2. Break down project and task with timelines.
- 1.3. Establish work priorities.
 - 1.3.1. Create a resume that outlines specific job responsibilities and transferable skills gained.
 - 1.3.2. Research entry-level employment opportunities within career pathway.
 - 1.3.3. Write a job-specific cover letter that documents competitor's work to potential employers.
- 1.4. Identify resources and standards for completing project.
 - 1.4.1. Request professional reference permission from teachers, mentors, supervisors, employers, and/or others.
 - 1.4.2. Obtain reference letters which document the personal qualities and professional skills that qualify the competitor for a position.
- 1.5. Anticipate and plan for possible obstacles and setbacks.
- 1.6. Employ technology to solve problems.
- 1.7. Overcome barriers and roadblocks.
- 1.8. Evaluate the finished project and make appropriate modifications.

JI 2.0 — Greet receptionist and complete an employment application that meets industry standards.

- 2.1. Greet receptionist professionally.
- 2.2. Introduce oneself to the receptionist.
- 2.3. Complete the printed or electronic employment application within the allotted time limit.
- 2.4. Be prepared with all needed information to complete the application.
- 2.5. Review employment applications to ensure it is free of errors.

JI 3.0 — Complete a job interview that meets industry standards.

- 3.1. Professionally introduce yourself.
- 3.2. Demonstrate knowledge of position applying for and personal history.
- 3.3. Respond to four to six questions from the judging panel in a clear and concise manner.
- 3.4. Demonstrate personal salesmanship by explaining qualities and experiences that will lead to professional success.
- 3.5. Articulate knowledge and understanding of SkillsUSA framework and how the Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics are applicable to successful employment and career advancement.
- 3.6. Use appropriate body language.
- 3.7. Check for understanding when articulating complex issues.
- 3.8. Practice active listening skills.
- 3.9. Manage presentation time limits.

JI 4.0 — Project a professional self-image through attire and grooming.

- 4.1. Demonstrate a professional appearance in dress, good grooming, and personal presentation.
- 4.2. Display clothing that meets national standards requirement for competition.
- 4.3. Demonstrate good grooming in personal hygiene.
- 4.4. Wear clothing that fits well.
- 4.5. Present a wrinkle-free appearance.

JI 5.0 — SkillsUSA Framework.

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. For more, visit:

www.skillsusa.org/about/skillsusa-framework/.

COMMITTEE IDENTIFIED ACADEMIC SKILLS

The technical committee has identified that the following academic skills are embedded in this competition.

Language Arts Skills

- Provide information in conversations and in group discussions.
- Provide information for oral presentations.
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice.

- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information.
- Organize and synthesize information for use in written and oral presentations.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing.

CONNECTIONS TO NATIONAL STANDARDS

State-level academic curriculum specialists identified the following connections to national academic standards.

Language Arts Standards

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.ncte.org/standards.