

Job Seeking Skills

New for 2021-2022

The application has been removed.

The cover letter has been replaced with a personal statement.

Competitors will create a digital profile on Tallo to showcase their experiences and accomplishments.

The rating sheet has been updated to align with the changes.

Editorial updates have been made for clarity.

Event Summary

Job Seeking Skills provides HOSA members with the opportunity to gain the knowledge and skills required to successfully apply and interview for employment and internship opportunities (for college, medical school, professional career, etc.). This competitive event requires competitors to prepare a personal statement, resume, and digital profile and then participate in a mock job interview with judges. This event aims to inspire members to learn more about applying and interviewing for health-related positions and experiences.

Dress Code Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).

General Rules

1. Competitors in this event must be active members of HOSA and in good standing.
2. Secondary and Postsecondary/Collegiate Divisions are eligible to compete in this event.
3. Competitors must be familiar with and adhere to the [“General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).”](#)
4. Prior to attending the chartered association or 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; a job that he/ she is currently qualified, or being trained, to hold. It may be clinical, educational or administrative.) The competitor may also select an internship, scholarship, or educational opportunity for which they are qualified to apply.
5. The competitor will create a digital profile on Tallo and prepare a personal statement and resume. The digital profile, personal statement, and resume must be factual and accurate. Competitors should include real work experience, education, and accomplishments.

Suggested Resources

6. Resources that may help the competitor prepare the personal statement and resume include the following. Many other useful sites exist and can be used at the discretion of the competitor.
 - a. Writing Personal Statements Examples [1](#) and [2](#)
 - b. [Writing Resumes](#)

Digital Profile on Tallo

7. Competitors will begin by creating a digital profile on Tallo. Instructions to help build the profile can be found on the HOSA Tallo Landing page: <https://tallo.com/hosa/> as well as from [Tallo's Building A Student Profile page](#).
8. The digital profile will be a compilation of the competitor's accomplishments, highlights, education, experiences, honors, career interests, memberships, organizations, classes, projects, etc. It is the opportunity for the competitor to digitally showcase everything that makes them unique!
9. The Tallo Digital Profile will contain the following items. More information on these topics can also be found [HERE](#):
 - a. Profile Picture
 - b. Featured Video
 - i. Something creative you made, playing a sport, trying an experience. Or record a short video introducing yourself to the audience. This is another way to display your personality.
 - c. Bio
 - i. Short statement sentence describing yourself
 - d. Career Interests
 - i. Careers you are potentially interested in pursuing
 - e. Location Preferences
 - i. Where you want to live, go to school, or find a job
 - f. Next Steps
 - i. College plans, military plans, already in a postsecondary program, etc.
 - g. Digital Badges
 - i. HOSA Member badge added to profile. Questions about approving the digital badge can be sent to info@hosa.org
 - h. Membership, Extracurricular Activities, Hobbies
 - i. Work Experiences and Responsibilities
 - i. Any job (paid or unpaid) and what you learned from the experience
 - j. Accomplishments
 - i. List items for which you have been recognized
 - k. Education
 - i. Include where you go to school / went to school and any applicable certificates such as CPR First Aid certification
 - l. Courses
 - i. Include classes you took that you loved or classes that really apply to your future goals/plans
 - m. Files
 - i. In this section, competitors will upload a .pdf copy of their RESUME and PERSONAL STATEMENT (as explained in items #15 and #17). Files must not exceed 2.5 MB and [instructions for doing this can be found here](#).

Benefits of a Digital Profile

10. Competitors can generate a unique url link for their digital profile. [Instructions HERE](#). This link can be shared with anyone the competitor wishes – prospective employers, colleges, companies, internship leaders, supervisors, scholarship committees, etc. Whoever clicks on the link will be taken directly to the competitor's profile. This unique url is also what will be uploaded to the [Job Seeking Skills](#) Opportunity within Tallo, as the way to submit content for the ILC and chartered association conferences. (see item #18 below).

11. The profile belongs to the competitor and can be updated for as long as the competitor wishes, making it a great tool to grow with the competitor during their educational and early job-seeking years. Additionally, the [HOSA Scholarship Program](#) uses the Tallo digital profile and [Tallo matches college students with \\$20 billion in scholarship money](#). By having a Tallo digital profile, competitors will already be set up for success for these scholarship opportunities.

Personal Statement

12. Next, the competitor will create a Personal Statement. The Personal Statement will outline how the competitor is unique, what makes them different from others, and will tell a story about who the competitor is. The Personal Statement should share things about the competitor that can't be found on the resume or in the digital profile. It should highlight the elements that makes the competitor a good fit for the scholarship, job, college, or internship, etc.
13. A Personal Statement is: [\(as retrieved here\)](#)
 - a. A Story – More precisely your story, allowing room for creative and meaningful self-reflection
 - b. An Invitation – Bridge the distance and invite your reader to get to know you, share past experiences and how they connect to your future.
 - c. A Picture – a snapshot of who you are as a person
14. The Personal Statement will be formatted as follows:
 - a. Page 1: Title page
 - i. Create a title page for HOSA competitive purposes that includes: Event name, Competitor name, HOSA Division, HOSA Chapter #, School Name, Chartered Association, and the job, college, scholarship, internship, etc. that the Personal Statement is created for. (A creative design or pictures may be used but will not affect the score.)
 - b. Pages 2-3: Personal Statement
 - i. Pages are one-sided, typed, max two pages
 - ii. 12 pt. Arial font, double-spaced, in English
 - iii. 1" margins on 8 ½" x 11" paper
 - iv. Running header with last name, event and page number top right side of each page (not counting title page)
15. The Personal Statement must be saved as a .pdf file, and uploaded to the "Files" section of the Tallo digital profile, as explained in item #9m above

Resume

16. Competitors will prepare a one-page resume summarizing their education, employment, past responsibilities, and experiences that are relevant to the specific job, scholarship, internship, etc. as selected by the competitor.
17. The Resume must be saved as a .pdf file and uploaded to the "Files" section of the Tallo digital profile, as explained in item #9m above.

Required Digital Uploads

18. Prior to competition, competitors will generate a url of their completed Tallo digital profile ([instructions here](#) and in item #10 above). This url link MUST be pasted into the Job Seeking Skills Opportunity for any chartered association conferences and for ILC. This link is what will be shared with judges for competition.

- a. [Both Secondary & Postsecondary/Collegiate](#) divisions must upload this unique profile url to the [Job Seeking Skills](#) Opportunity on Tallo for competition.
- b. Ensure the Resume and Personal Statement are uploaded as “files” in the digital profile (item #9m) before generating the url.
- c. Uploads for ILC will be open on Tallo from April 15th - May 15th for ILC qualified competitors only.

Instructions for uploading materials to Tallo (Secondary/Postsecondary divisions only) can be found [HERE](#).

NOTE: Chartered Associations have the option to use hard copy submissions instead of digital submissions or to develop their own processes for collecting the required information for this event. Please check with your State Advisor to determine what process is used in your chartered association. For ILC, only digital submissions will be used for judging if uploaded by May 15th.

The Competitive Process and Interview

19. All competitors shall report to the site of the event at the time designated for the interview. At ILC, competitor’s [photo ID](#) must be presented prior to ALL competition rounds.
20. No materials may be taken into the interview. The section leader shall introduce the competitor by name to the judges.
21. In the Job Seeking Skills, Interviewing Skills, and Health Career Preparation events only, handshakes between judges and competitors are allowed. In this event, handshakes are allowed both at the beginning and end of the event.
22. The interview will be conducted for a maximum of five (5) minutes. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining.
23. After time is called, the competitor will be excused and judges will be given an additional six (6) minutes to review the digital profile, personal statement, resume, and complete the rating sheet. At ILC and chartered association conferences, it is also acceptable to pre-judge the digital items (digital profile, personal statement, and/or resume) prior to the in-person interviews. The process is determined at the discretion of event management.
24. During the interview, competitors will be asked a series of questions by the judges. The first question will always ask the competitor to explain the job/internship/opportunity for which they are interviewing.
25. The interview 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 per [the GRRs](#).

Final Scoring

26. 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.
27. Reminder to refer to [GRR #24](#): By entering this event, competitors consent to allowing HOSA access to use of their submitted materials.

Competitor Must Provide

- ☐ Digital Profile on Tallo completed by published deadline
- ☐ Personal Statement and Resume added to digital profile on Tallo in the “Files” section
- ☐ Link to Tallo Digital Profile uploaded to the JSS Opportunity on Tallo by published deadline
- ☐ [Photo ID](#)

JOB SEEKING SKILLS – Judge's Rating Sheet

Section # _____ Judge's Signature _____
 Competitor # _____ Division _____ SS _____ PSC _____

Digital Profile includes uploaded Resume .pdf: Yes____No____
 Digital Profile includes uploaded Personal Statement .pdf: Yes____No____
 Link to digital profile submitted to Tallo JSS Event Opportunity by published deadline: Yes____No____
 *If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged.

A. Tallo Digital Profile	Excellent 2 points		Average 1 point		Poor 0 points	JUDGE SCORE
BASIC INFO (LEFT SIDE COLUMN IN TALLO)						
1. Profile Photo	Photo included.	-	-	-	Profile not submitted OR photo not included.	
2. School	School name and graduation year included.	-	-	-	Profile not submitted OR school not included.	
3. Featured Video	A video that helps the viewer get to know the competitor is included.	-	A video is included, but it doesn't show anything unique about the competitor.	-	Profile not submitted OR video not included.	
4. Major	Major(s) are included in the profile.	-	-	-	Profile not submitted OR major not included	
5. Bio Statement	The bio catches the judge's attention and entices them to learn more.	-	A bio statement is included but it doesn't make the competitor stand out.	-	Profile not submitted OR bio statement not included.	
A. Tallo Digital Profile	Excellent 3 points		Average 1 point		Poor 0 points	JUDGE SCORE
FUTURE GOALS AND PLANS SECTION						
6. Career Interests	More than one career interest is included.	-	At least one career interest is included	-	Profile not submitted OR career interests not included.	
7. Location Preferences	More than one location preference is included	-	At least one location preference is included	-	Profile not submitted OR location preferences not included	
8. Next Steps	The competitor identifies their planned next steps (i.e.: military, 4-year college, workforce, etc.)	-	-	-	Profile not submitted OR Next Steps not included	
A. Tallo Digital Profile	Excellent 2 points		Average 1 point		Poor 0 points	JUDGE SCORE
9. HOSA Digital Membership Badge	HOSA Membership Badge included in profile	-	-	-	Profile not submitted OR HOSA Membership Badge not included	

A. Tallo Digital Profile	Excellent 8 points	Good 6 points	Average 4 points	Fair 2 points	Poor 0 points	JUDGE SCORE
10. Memberships, Extracurricular Activities, and Hobbies	The activities in the profile are excellent in quality, scope and value. The profile demonstrates the competitor's robust involvement in organizations and groups, with a wide variety of interest and passions.	The activities in the profile are good in quality, scope and value. It is evident the competitor was involved in many organizations and groups.	The activities in the profile are average in quality, scope and value. The competitor participated in a few activities and was involved with a few organizations but lacked variety.	The activities in the profile are only fair in quality, scope and value. More work is needed in this area.	Profile not submitted OR no membership, extracurricular, or activities are included.	
11. Work Experience and Responsibilities	Work experience is Detailed, complete and includes descriptions of responsibilities in each position. Paid and unpaid experiences are included, and the items included are excellent in scope.	Work experience is mostly detailed, and some responsibilities are included. But more items could have been included to increase the scope of activities.	Work experience and responsibilities are included, but do not stand out. Details are lacking.	Work experience, and responsibilities are very limited. The scope is lacking and judges have more questions than answers from the information that is provided.	Profile not submitted OR Work experience and responsibilities not included	
12. Accomplishments	Honors are numerous and demonstrate a wide variety of talents and interests. Accomplishments are fully defined with excellent details about the awards.	Accomplishments could be more defined and show more variety, but overall still demonstrate above-average recognition.	The profile includes honors and shows the competitor's strengths, but variety and detail are somewhat lacking.	Limited number of accomplishments were included and details for those included were very minimal.	Profile not submitted OR accomplishments are not included.	
A. Tallo Digital Profile	Excellent 2 points		Average 1 points		Poor 0 points	JUDGE SCORE
13. Schools	Profile includes at least one current and/or past school attended, or certification earned.	-	-	-	Profile not submitted OR schools are not included.	
14. GPA	GPA is included on profile with any schools that are listed	-	-	-	Profile not submitted OR GPA is not included on profile.	
A. Tallo Digital Profile	Excellent 3 points		Average 1 point		Poor 0 points	JUDGE SCORE
15. Highlighted Courses	Profile includes 3+ courses	-	Profile includes 1-2 courses	-	Profile not submitted OR courses are not included	
16. Additional Files Shared (Remember, the Resume and Personal Statement must be uploaded to this section of the profile. Points for these items are given by judges in section B and C of the rating sheet.)	Profile includes 3+ additional files (other than the resume and personal statement)	-	Profile includes 1-2 additional files (other than the resume and personal statement)	-	Profile not submitted OR additional files are not included	

A. Tallo Digital Profile	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
17. Spelling and grammar	There are no spelling or grammar errors throughout the entire digital profile.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the profile.	There are 5-6 spelling or grammatical errors present in the profile.	Profile not submitted OR there are 7 or more spelling or grammatical errors in the profile.	
B. Personal Statement	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout the entire	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the personal statement.	There are 5-6 spelling or grammatical errors present in the personal statement.	Personal Statement not submitted OR there are 7 or more spelling or grammatical errors in the personal statement OR exceeds one page.	
2. Length	Personal statement. Does not exceed two pages.	-	-	-	Personal Statement not submitted OR exceeds two pages	
B. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Introduction	The competitor grabs the attention of the reader right away in the first paragraph. The introduction is very creative and contains details about the competitor that has the reader wanting to know more.	The reader is engaged in the introduction and there is good creativity and sufficient details.	The personal introduction has some details to engage the reader, but it seems something is missing.	The competitor does not gain the reader's attention. Details and creativity are lacking.	Personal statement not submitted OR introduction not included.	
4. Ability to tell a story	The competitor clearly and creatively tells their story and/or includes an anecdote. The explanation of why that story is important to who they are is excellent.	The competitor shares their story/anecdote creatively. Many details are included but why the story is important to who they are is not as fully developed as it could be.	The competitor's story / anecdote leaves the audience wanting more details. Creativity is limited.	The story / anecdote has few details, delivered in a straightforward manner. The competitor struggled to convey their message effectively.	Personal Statement not submitted OR no story / anecdote is shared.	
5. Connection to past and the future	The competitor does an excellent job relating to and describing a past event, experience, etc. and then connecting that experience to their future plans and goals.	The competitor does a good job of including a past experience and the connection to their future goals, but some details and descriptions are missing.	The connection between the past and future is limited and needs more details. The competitor attempted but fell short.	The audience was unable to make the connection between an experience in the competitor's past to their future goals and plans.	Personal Statement not submitted OR no connection made between past experiences and future goals	

B. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
6. A Snapshot of the Competitor	The statement is a compelling snapshot of the competitor and what contributions they will make to the job, scholarship, internship, etc. Their passions are evident.	The competitor does a good job explaining how they would contribute to the job, scholarship, internship etc. The statement is somewhat compelling, but passion and clarity could be improved.	The judge needs more information about how the competitor would contribute to the job, scholarship, internship etc.. The statement does not paint a very clear picture of who the competitor is.	The judge is left with many questions as to how the competitor would contribute and is not sure what the passions of the competitor are.	Personal Statement not submitted OR no effort was made to share the competitor's passions or explain how they would contribute to the job, scholarship, internship, etc.	
7. Conclusion	The competitor's conclusion is strong, memorable, and effective.	The conclusion is included but needs to be more thorough or captivating.	The conclusion is recognizable but needs loose ends tied up. It leaves the reader wanting more.	The conclusion is limited. The personal statement leaves judges confused.	Personal Statement not submitted OR No conclusion is evident.	
C. Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Spelling and grammar	There are no spelling or grammar errors throughout the entire resume.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the resume.	There are 5-6 spelling or grammatical errors present in the resume.	Resume not submitted OR there are 7 or more spelling or grammatical errors in the resume.	
2. Length	Resume does not exceed one page.	-	-	-	Resume not submitted OR exceeds one page in length.	
C. Resume	Excellent 15 points	Good 12 points	Average 8 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Content	Resume is well organized, uses action verbs for clarity and provides a clear overall picture of the competitor's talent and experience.	Resume was well organized. Clarity and use of action verbs could have improved the resume.	Resume covers expected components but the audience is left with questions regarding the competitor's abilities and experiences.	Resume lacks most of expected components. There were numerous areas that were not addressed and evidence of talent and experience was not presented.	Resume not submitted OR Resume was limited and did not provide judges with needed information.	
4. Creativity	The resume incorporated creativity and innovation that made it unique and made it stand out.	The resume has moderate levels of creativity and originality but is missing the wow-factor.	The resume had a fair amount of creativity and originality, but the judges were left with wanting more.	Little creativity or originality was used in the resume.	Resume not submitted OR no creativity or originality was demonstrated.	
D. Interview	Excellent 15 points	Good 12 points	Average 8 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Introduction/first impression	Greeting is excellent, shook hands and engaged professionally with the judge upon arrival. Great first impression!	Greeting is good, handshake was appropriate but didn't stand out amongst competition.	Greeting is appropriate, but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Average greeting did not shake hands with judge, conversation is not engaging or there was no conversation.	Poor first impression. Competitor did not shake hands or try to engage with the judge.	

D. Interview	Excellent 15 points	Good 12 points	Average 8 points	Fair 4 points	Poor 0 points	JUDGE SCORE
2. Content of answers Judges are looking for answers to the following criteria: <ul style="list-style-type: none"> Competitor shows willingness to volunteer information Responds appropriately to every question. Relates strengths and skills for the job. Sounds professional in choice of vocabulary and description of personal strengths. 	The competitor thoroughly showcased each of the 4 criteria in their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skillsets of the competitor.	Most questions were answered honestly and thoughtfully using professional language and tone. The competitor covers 3 of the interview answer criteria.	The competitor covers 2 of the 4 interview answer criteria but does not provide a clear picture of their work experience or strengths.	Some questions were answered thoughtfully using professional language. The interview was underwhelming. Covers 1 of the interview criteria.	Most questions were answered inappropriately, didn't elaborate on answers. Covers 0 of the interview criteria.	
D. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Confidence, maturity, enthusiasm	Competitor exhibited confidence throughout their interview. Genuine excitement for the pending position/opportunity and conducted themselves with maturity. They would make a great employee!	The competitor was confident but not convincing. They were excited for the pending position/opportunity but need a little more polish to be offered the position.	The competitor exhibited some level of confidence in his/her interviewing ability but seemed a little nervous.	The competitor appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.	The competitor's nerves got the best of them. They were not able to showcase their best work in the interview. Keep trying!	
4. Knowledge of Position/Opportunity Applied For	Competitor was knowledgeable about the position / opportunity and related skills to the job, prepared and practiced interview questions and was prepared with research. They answered all questions put forth by judges by showing confidence and understanding.	The competitor was mostly knowledgeable of the skills related to the job, internship, etc.. They had researched and were able to answer most questions.	Competitor somewhat prepared with research. Answered some of the questions from the judges. Some confidence	Competitor wasn't aware of the position they were hiring for or applying for. They were unable to answer questions asked by the judges.	Competitor lacks preparedness of research and struggled	
5. Closing	The closing was excellent. The judges were left with a strong overall positive impression of the competitor.	The closing was strong overall, but the judges did not see the wow factor in the competitor's closing.	The judges were left with an average overall impression. The competitor attempted to close the interview but fell short in some regards.	The judges were left with a less than positive impression. The competitor stumbled in trying to close the interview.	The judges were left with a negative impression of the competitor and/or the competitor made no attempt to close the interview.	
6. *Diction and **articulation	The competitor speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.	The competitor enunciates most words clearly and is easily understood.	The competitor speaks clearly, minimal instances when they mumble or do not enunciate their words.	The competitor mumbles some of the time and speaks at a low volume. The judges must ask the competitor to repeat themselves.	Competitor mumbles, speaks softly, and is hard to hear. Judge is unable to hear or understand all or part of the responses to the interview questions	
7. Eye contact, poise and posture	The competitor displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview.	The competitor makes eye contact most of the time, sits up straight and conducts themselves with confidence.	The competitor displays some eye contact but looks down or to the side of the judges.	The competitor makes limited eye contact and does not display good posture.	The competitor does not make eye contact with the judges. They slouch during the interview	
Total Points (240):						

