

Interviewing Skills

New for 2018 - 2019

For ILC, appointment times WILL NOT be distributed in hard copy to each competitor; appointment times will be posted on the HOSA App, HOSA website, and at CE Headquarters. Editorial updates and clarifications have been made to guidelines. At ILC, [photo ID](#) must be presented prior to competing. The eligibility form 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 <i>are being</i> trained. Competitors will prepare a cover letter and resume, complete a job application and participate in a job interview.
Dress Code	Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for proper dress .
Eligibility	<p>In order to participate in this event, the competitor must meet all of the following requirements:</p> <ul style="list-style-type: none"> • MUST be classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA). • Submit a completed STUDENT ELIGIBILITY AND ACCOMODATION FORM found on page 6 of the guidelines by the state-published deadline.
Rules and Procedures	<ol style="list-style-type: none"> 1. Competitors in this event must be active members of HOSA–Future Health Professionals, in good standing in the division in which they are registered to compete (Middle School or Secondary). 2. Competitors must be familiar with and adhere to the “General Rules and Regulations of the HOSA Competitive Events Program (GRR).” 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.) 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. 6. Competitors shall report to the orientation for the event. At ILC, photo ID must be presented prior to competing. 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. Competitors are required to bring their own pen to complete the application. Event proxies are NOT allowed in this event. 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 will place their job application, and all three copies of the cover

letter and resume, in the large envelope provided by event staff and 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. Application, 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

- 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.
- 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, 2019.
- F. STEM Premier Instructions
 1. Join STEM Premier-
 - a. Go to 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, 2019) to change any content and re-upload your submissions. The material in STEM Premier as of May 15, 2019 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 STEM Premier by state deadline)
- ☐ [Photo ID](#)
- ☐ 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)

FOR SPECIFICS ON EVENT MANAGEMENT SEE [MANAGING COMPETITIVE EVENTS](#)

Required Personnel

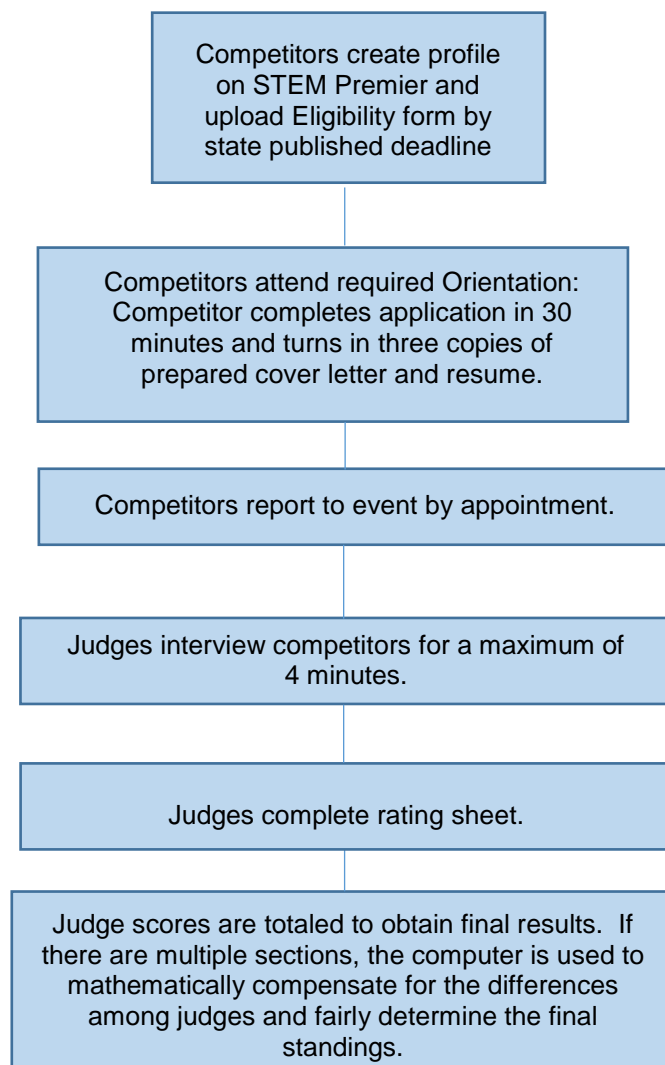
- ☐ One Event Manager
- ☐ One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- ☐ One Section Leader per section
- ☐ Two to three judges, per section
- ☐ One timekeeper per section
- ☐ One-two event assistants per section

Facilities, Equipment and Materials (Per Section)

- ☐ One interview room with a sufficient number of tables and chairs. (see [HOSA Room Set](#))
- ☐ Competitor list for check-in
- ☐ Job application forms (secure item-one per competitor)
- ☐ List of interview questions for the judges (secure item)
- ☐ Large envelopes to hold job application, cover letters & resumes – 1 per competitor

- ☐ Labels with competitor information (to place on envelopes holding application, cover letters, and resumes)
- ☐ Expandable file or box to collect and hold paperwork (envelopes)
- ☐ Rating sheets – one per judge per competitor
- ☐ Evaluation Forms – competitor, judge, and personnel
- ☐ #2 lead pencils (for judges & competitor evaluations)
- ☐ Flash card for 1 minute remaining
- ☐ Stopwatch
- ☐ Clipboards (optional)
- ☐ Copy of guidelines for judges
- ☐ Hand Sanitizer (alcohol based handrub)
- ☐ 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
No partial points are given in Section A. All three items <u>must</u> be completed to receive 45 points. If any portion is missing, Section A is scored a 0.		
A. Points for following Guidelines <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 0	
B. General Characteristics		
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	
C. Cover Letter		
Content (factual, accurate, complete)	5 4 3 2 1 0	
Neatness, spelling, grammar	5 4 3 2 1 0	
D. Resume		
Content/organization (factual, accurate, complete)	5 4 3 2 1 0	
Neatness, spelling, grammar	5 4 3 2 1 0	
E. Job Application		
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	
F. 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	
G. Knowledge of Position Applied For	10 8 6 4 2 0	
H. Closing	5 4 3 2 1 0	
Total Points	150 ----- 0	

If the competitor does not get the Student Eligibility and Accommodation Form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

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STUDENT ELIGIBILITY and ACCOMMODATION FORM REQUESTED

This form **MUST** be completed to provide student eligibility and accommodations for competition. **If the student competitor listed on this form does not get the form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.**

Please read this document in its entirety for instructions!

The purpose of this form is as follows:

- 1) to confirm a student's eligibility for this event
- 2) to allow the student to request accommodation in this event
- 3) The "Accommodations Provided at SLC" form (found on the following page) is to confirm what reasonable accommodation was provided at the state/chartered association level (if a student advances to the ILC, the accommodation provided at the state/chartered association level is what will be provided at ILC, within reason).

Student Name: _____

Chapter: _____ State _____

Competitor's Responsibility: The competitor is responsible for completing Sections 1 and 2 of this form and then uploading it to STEM Premier prior to the published deadline for SLC.

SECTION 1: Student Eligibility

- A School Official and Chapter Advisor **MUST** sign below to verify the named student on this form 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.)
- DO NOT send the actual IEP or other documentation. For purposes of this competition, only this completed form is needed as verification of eligibility for this event.

School Official* Signature: _____

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

Chapter Advisor Signature: _____

SECTION 2: Accommodation Requested

- A School Official or Chapter Advisor completes this section
- Based on the student's IEP, what, if any, accommodation is being requested for the student to compete in this event? If none, please write "none."
 - *Extra time is NOT considered a reasonable accommodation as competitors are provided 10 minutes of extra time to fill out the job application.*

SUBMISSION PROCESS for Regional and State/Chartered Association Level:

Once Section 1 and Section 2 are completed, the Competitor must submit this form prior to the State Published Deadline. The form is submitted via STEM Premier by following the instructions found on pages 2-3 of these Interviewing Skills guidelines.

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State / Chartered Association: _____

State Advisor's Responsibility: The State Advisor is responsible for submitting this entire completed form to HOSA by midnight Eastern Standard Time on May 15, 2019. The form will be submitted via the ILC Special Activity online form. If you did not have competitors in this event at your state conference, write "none" across the form and submit it. One form for each of the four special needs events (LSS, IS, PC, and SS) will be required.

Process:

- The State HOSA Advisor will be able to view individual student eligibility forms submitted from competitors for the regional/state conference in STEM Premier.
- The state should implement a state-level process for determining what requested accommodations (from SECTION 2 above) will or will not be provided at state conference(s).
- The State HOSA Advisor or other Competitive Event leader from the state/chartered association level, who is familiar with the details of the event, completes this form.
 - Ideally this form will be completed on-site, during competition, so as to provide an accurate record of what accommodation was given to each competitor in this event.
 - List ALL competitors registered for this event at your state conference (make copies of this page as needed)
- What accommodation **WAS ACTUALLY PROVIDED** at the state conference? Please be specific and explain. If nothing different was done for this competitor, please write, “none.”

[illegible]

For competition at the ILC, HOSA will provide the same accommodations that were provided at the state/chartered association level, within reason.

State Advisor Signature _____