Job Seeking 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.*

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 *are being* trained. Competitors will prepare a cover letter and resume, complete a job application and participate in a job interview with judges.

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

Rules and Procedures

1.   Competitors in this event must be active members of HOSA in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).

2.   Competitors must be familiar with and adhere to the "General Rules and Regulations of the HOSA Competitive Events Program (GRR)."

3.   The competitor should select any health-related position, or a position within a health facility, for which they *are trained or are being trained.* (A job for which they could actually apply; may be clinical, educational or administrative.)

4.   The competitor prepares three (3) 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 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. At ILC, photo ID must be presented prior to competing. During the orientation the competitor will be given no more than (20) twenty minutes to complete a job application. A verbal announcement of 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.

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 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.

7.   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.

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 name to the judges.

9. 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. 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. 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.

11. Application, resume and cover letter must be submitted in English for judging.

12. 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 resume and cover letter to the **Job Seeking Skills** competitive event opportunity on STEM Premier. Detailed instructions for doing this are in step g 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) Regional and State Process:
   1. Competitors should check with their state advisor to see if STEM Premier is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences.
   2. The .pdf of the resume and cover letter must be uploaded prior to the state published deadlines.
   3. States will verify the .pdf of the resume and cover letter has been uploaded prior to any regional or state conferences.

e) ILC Process:
   1. For those who advance to the ILC, the .pdf of the resume and cover letter must be uploaded to STEM Premier by May 15, 2019.
   2. HOSA-Future Health Professionals will verify the .pdf of the resume and cover letter has been uploaded prior to the International Leadership Conference.

f) Changing Content:
   1. If a competitor uploads the .pdf of the resume and cover letter for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the resume and cover letter ONCE is sufficient for all three levels of competition (regional, state, ILC).
   2. **However,** competitors ARE allowed to change the content of their .pdf of the resume and cover letter between conferences. IF such content changes are

made, competitors should replace their original upload on STEM Premier with the most current version of their .pdf of the resume and cover letter.

3. The .pdf of the resume and cover letter that is in STEM Premier on May 15, 2019 is considered final and may be used for judging at ILC 2019.

g) 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
- ☐ Cover letter and resume uploaded to STEM Premier by deadline
- ☐ Event guidelines (orientation)
- ☐ Three copies of cover letter and resume (orientation)
- ☐ Pens (with blue or black ink to fill out job application at orientation)
- ☐ Watch with second hand (optional)
- ☐ Photo ID

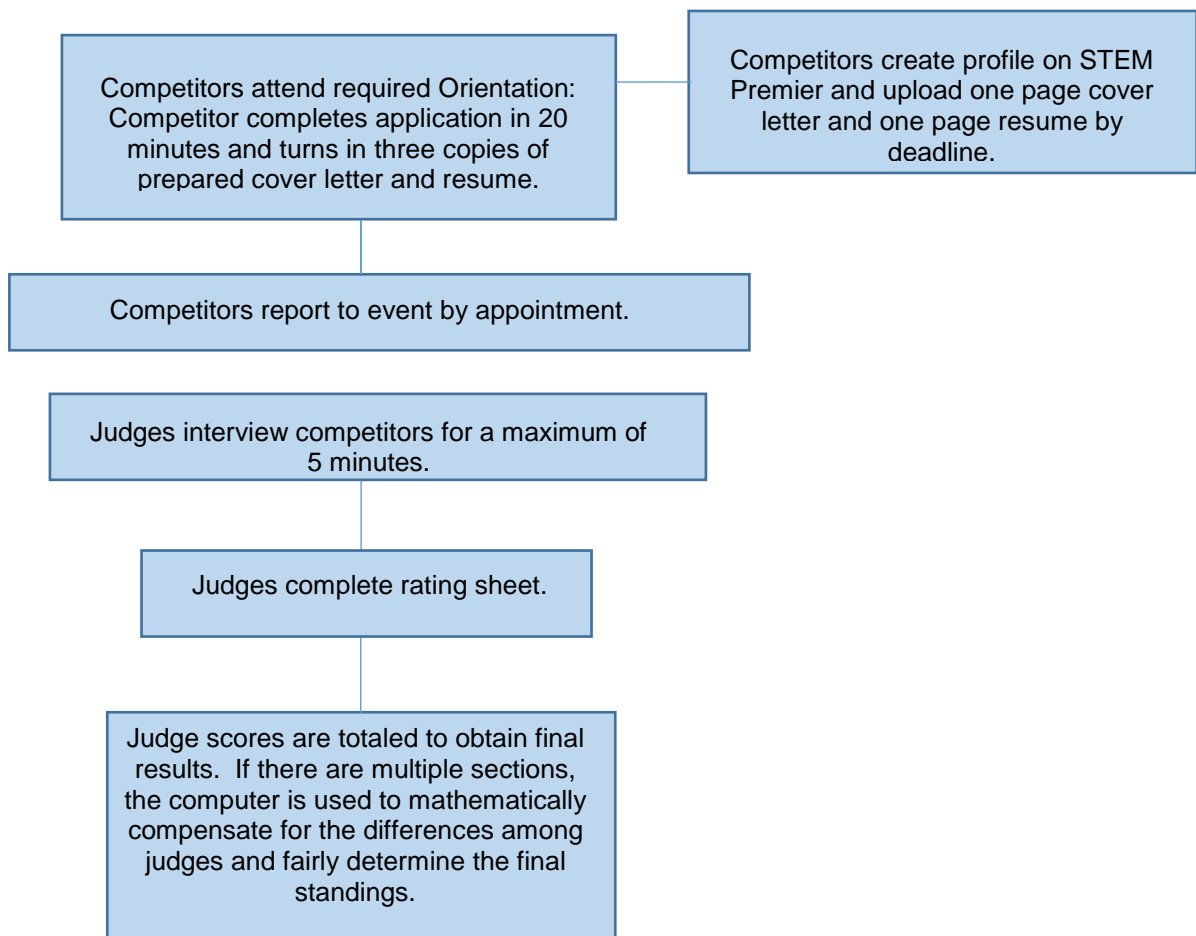## FOR SPECIFICS ON EVENT MANAGEMENT SEE MANAGING COMPETITIVE EVENTS

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-two event assistants per section

Facilities, Equipment and Materials (Per Section)

☐ One 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

Competitors attend required Orientation: Competitor completes application in 20 minutes and turns in three copies of prepared cover letter and resume.

Competitors create profile on STEM Premier and upload one page cover letter and one page resume by deadline.

Competitors report to event by appointment.

Judges interview competitors for a maximum of 5 minutes.

Judges complete rating sheet.

Judge scores are totaled to obtain final results. If there are multiple sections, the computer is used to mathematically compensate for the differences among judges and fairly determine the final standings.

JOB SEEKING SKILLS
JUDGE'S RATING SHEET

Section # _____

Division: _____ SS _____ PS/Collegiate

Competitor # _____

Judge's Signature _____

Items Evaluated	Points Possible Superior ----------------------- Poor	Points Awarded
No partial points are given in Section A. All five 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** ☐ Cover letter and resume uploaded to STEM Premier *by deadline.* ☐ Cover letter and resume are one page each ☐ Three (3) copies of cover letter & resume submitted ☐ Submitted in English ☐ No additional materials used during interview	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**	