Job Seeking Skills

> ## *New for 2016 - 2017*
>
> *Competitors are now required to bring three (3) copies of their cover letter and resume to orientation. A one (1) minute verbal warning has been added to the application time. Competitors are required to create a profile on STEM Premier and upload a copy of their cover letter and resume to the Job Seeking Skills competitive event.*

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, along with two additional copies, to and 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).

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 National HOSA Competitive Events Program (GRR)."**

3. Prior to attending the International Leadership Conference, the competitor should select any health related position for which he/she is trained or is being trained. (A job for which he/she could actually apply.)

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 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. 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.

   a. Competitors must create a profile and upload a .pdf of their cover letter and resume to the Job Seeking Skills competitive event on STEM Premier. Instructions for doing this will be available by August 31, 2016 at http://www.hosa.org/guidelines

   b. For regional and state conferences, the cover letter and resume must be uploaded to STEM Premier by the state published deadline. For the International Leadership Conference, the cover letter and resume must be uploaded to the STEM Premier profile by May 15, 2017.

   c. States will verify the cover letter and resume have been uploaded prior to any regional or state conferences. National HOSA will verify the cover letter and resume have been uploaded prior to the International Leadership Conference.

6. Competitors shall report to the orientation for the event. 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.

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 number to the judges.

10. 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.

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. Competitors who violate this ethical standard will be disqualified. 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. 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.

Competitor Must Provide:
☐ 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)
☐ Cover letter and resume uploaded to STEM Premier by deadline

Required Personnel (Per Section)
☐ One Event Manager (per event)
☐ One Section Leader
☐ One to three judges to judge the application, cover letter and resume, and to conduct the job interview.
☐ One-two event assistants per section
☐ One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.

Facilities, Equipment and Materials Checklist (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 (optional)
- ☐ Note pads/pencils for Judges
- ☐ 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

Event Flow Chart

Competitors create profile on STEM Premier and upload cover letter and resume.

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

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Competitors report to event by appointment

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Judges interview competitors for a maximum of 5 minutes.

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Judges complete rating sheet

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

Icon Key

Icon	Description
(pencil)	The orientation includes an event element. Competitors must bring pens.
(computer)	A computer is used at the ILC to provide a statistically fair method for balancing scores when multiple sections are scheduled.
(box)	Includes a secret topic that may not be discussed or revealed to others until the event has concluded.
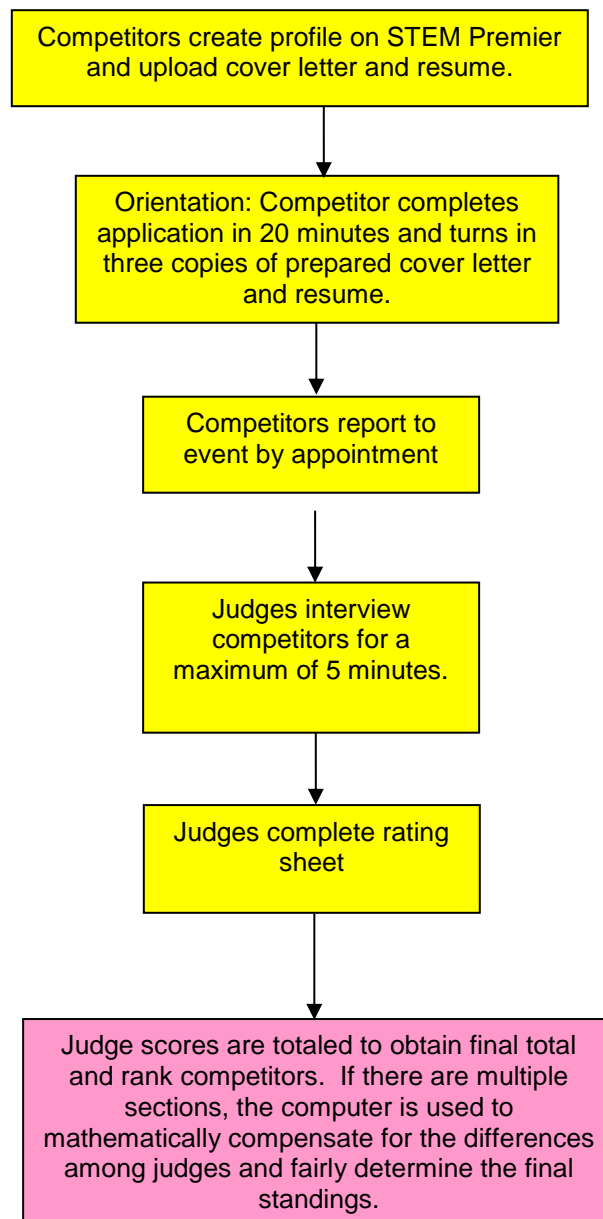
JOB SEEKING SKILLS
JUDGE'S RATING SHEET

Section # _____

Competitor # _____

Division: _____ SS _____ PS/Collegiate

Judge's Signature _____

Items Evaluated	Points Possible						Points Awarded
	Superior --- **Poor**						
1. **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	
2. **Cover Letter:**							
Content	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
3. **Resume:**							
Content & organization	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
4. **Job Application:**							
Completeness	5	4	3	2	1	0	
Neatness, spelling, grammar	5	4	3	2	1	0	
5. **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	
6. **Knowledge of Position Applied For:**	10	8	6	4	2	0	
7. **Closing**	5	4	3	2	1	0	
Total Judge Points	**95** -- **0**						
Points Given by Event Personnel							
Cover Letter and Resume uploaded to STEM Premier *by the state published deadlines for any regional and state conferences, and by May 15th for the ILC.*	5					0	
Total Points	**100** -- **0**						