



## Job Interview

### Event Objectives

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To demonstrate the student's ability to successfully interview for an entry-level position in marketing.

### Procedure

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- Candidates (one student per college may participate in this event) will apply to the entry-level position by responding to a job advertisement. The advertisement will be provided **Monday, September 16, 2013**. It will be posted to the OCMC Web site only (with printable versions available online).
- Each student will send four copies of their résumé and cover letter. All materials are to be sent to:

**Nichole Rourke**  
**School of Business & I.T.**  
**St Clair College**  
**2000 Talbot Road West**  
**Windsor ON, N9A 6S4**

- All documents must arrive at the college by **November 1, 2013**. The documents will be forwarded to the judges prior to the competition. **Please note that late entries will not be accepted.**
- Candidates should arrive at the assigned Interview Room **five minutes** before their scheduled time.
- The interview will be a **maximum of 20 minutes**. The judges do not have to use all of the time that is allocated for the interview. Portfolios may be used at the discretion of the candidate.
- Résumés should accurately reflect the student's experience and qualifications. While it can be tailored to address the needs of the position, it must be a true résumé.
- **Students are not allowed to contact the sponsoring company in any way (in person, phone, mail or email) when preparing for the job interview. They may research the company's website for basic information about the company, but personal contact is forbidden.**

### Event Scoring

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1 <sup>st</sup> Place	10 points
2 <sup>nd</sup> Place	8 points
3 <sup>rd</sup> Place	6 points
4 <sup>th</sup> Place	4 points
5 <sup>th</sup> Place	2 points

# OCMC Evaluation Form – Job Interview

**CASE Event Name:** \_\_\_\_\_

**College Name:** \_\_\_\_\_

**Student Presenters: 1.** \_\_\_\_\_

Section	Score/Possible	Comments
<b>Introduction</b> <i>Greeting, Business Attire</i>  _____ / 10	9-10 – excellent 7-8 – good 5-6 – satisfactory 1-4 – below expectation	
<b>Resume and Cover Letter</b> <i>Content, structure, grammar, suitability for position and industry</i>  _____ /15	13-15 – excellent 10-12 – good 8-9 – satisfactory 1-7 – below expectation	
<b>Preparation</b> <i>Knowledge of company and position; ability to relate education and experience to position; ability to answer questions</i>  _____ /20	18-20 – excellent 14-17 – good 10-13 – satisfactory 1-9 – below expectation	
<b>Presentation</b> <i>Persuasiveness, confidence, eye contact, presence, poise, sincerity</i>  _____ /15	13-15 – excellent 10-12 – good 8-9 – satisfactory 1-7 – below expectation	
<b>Maturity</b> <i>Attitude, courtesy, consistency, frankness, quality of questions</i>  _____ /15	13-15 – excellent 10-12 – good 8-9 – satisfactory 1-7 – below expectation	
<b>Closing</b> <i>Ability to sell skill aptitudes</i>  _____ /15	13-15 – excellent 10-12 – good 8-9 – satisfactory 1-7 – below expectation	
<b>Organizational Fit</b>  _____ /10	9-10 – excellent 7-8 – good 5-6 – satisfactory 1-4 – below expectation	
<b>Total Score</b>	_____ /100	

**Overall Comments** (use back of page if necessary)