



# Interviewing Skills

<b>Dress Code</b>	Official HOSA uniform or business professional attire
<b>SLC Orientation</b>	Event explained to the competitors and individual timecards handed out. Students will return to the event room at least 5 minutes before their allotted time.
<b>Round # 1 (Digital Submission)</b>	<b>This event is specifically for HOSA members who are classified under IDEA.</b> PDF of resume and personal statement submitted to Montana HOSA as a <b>single document</b> by pre-conference deadline; Number of advancing competitors will be determined by criteria met in Round One and space available for Round Two. (Resume and personal statement will be scored at a separate time than the interview)
<b>Round # 2 (The Interview)</b>	- 4 minute job interview - The questions asked during the interview are considered a secret topic. Students should not share the secret scenario when they leave the event as it is an automatic disqualification.
<b>Scoring</b>	The scoring rubric will be used to determine final scores.

Four (4) events in the HOSA Competitive Event Program are designed for students classified with an IEP. The events are **Interviewing Skills, Personal Care, Life Support Skills, and Speaking Skills**.

**Participation Eligibility:** To participate in these four events, the competitor MUST be 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.

## Suggested Resources

Resources that may help the competitor prepare the personal statement and resume include the following. Many other valuable sites can be used at the competitor's discretion.

- a. Writing Personal Statements Examples [1](#) and [2](#)
- b. [Writing Resumes](#)

## Personal Statement - Pre-judged Digitally

The competitor will create a Personal Statement. The Personal Statement will outline how the competitor is unique and what makes them different from others. It will also tell a story about who the competitor is. The personal statement should include things about the competitor that can't be found on the resume. It should highlight the elements that make the competitor a good fit for the scholarship, job, college, internship, etc.

Personal Statement is:

- 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 and share past experiences and how they connect to your future.
- c. A Picture – a snapshot of who you are as a person
  - i. ([Information retrieved here](#))

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., for which the Personal Statement is created.  
(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 and typed, with a max of two pages
  - ii. 12 pt. Arial font, double-spaced, in English
  - iii. 1" margins on 8 1/2" x 11" paper
  - iv. Running header with last name and event on the top left side of the page, and page number on top right side of each page (not counting title page)

The Personal Statement must be saved as a .pdf file and uploaded to the HOSA Digital Upload System as explained below.

#### **Resume - Pre-judged Digitally**

Competitors will prepare a one-page resume summarizing their education, employment, past responsibilities, and experiences relevant to the specific job, scholarship, internship, etc., as selected by the competitor.

The Resume must be saved as a .pdf file and uploaded to the HOSA Digital Upload System as explained below.

#### **REQUIRED Digital Uploads**

The following item(s) **MUST** be combined as one .pdf file and uploaded to the HOSA Digital Upload System by the Montana HOSA Deadline:

- a. Personal Statement
- b. Resume

Detailed instructions for uploading materials can be found at:

<https://hosa.org/competitive-event-digital-uploads/>

#### **The Competitive Process and Interview**

No materials may be taken into the interview. This includes hard copies of the resume and personal statement.

The section leader shall introduce the competitor by name to the judges. In the Job Seeking Skills, Interviewing Skills and Health Career Preparation events only, handshakes between judges and competitors are allowed and encouraged per the rubric. In this event, handshakes are allowed both at the beginning and end of the event.

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.

During the interview, the judges will ask competitors a series of questions. The first two questions will always ask the competitor to explain the job/internship/opportunity for which they are interviewing and the skills they would bring to that position. A sample of secret questions can be found [here](#).

The interview questions asked during the event are considered 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](#).

#### **Competitor Must Provide**

- Personal Statement and Resume submitted to the HOSA Digital Upload System

# INTERVIEWING SKILLS

Competitor: \_\_\_\_\_

Judge's Signature \_\_\_\_\_

For SLC, the digital materials (personal statement and resume) uploaded by upload deadline and will be PRE-JUDGED. Competitors who do not upload materials are NOT eligible for competition and will NOT be given a competition appointment time at SLC.

A. 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	There are 1-2 minor misspellings or grammatical errors that will be easy to fix and make the text more appealing to the viewer.	There are 3-4 spelling or grammatical errors in the personal statement.	The personal statement has 5-6 spelling or grammatical errors.	Personal Statement not submitted OR there are 7 or more spelling or grammatical errors in the personal statement.	
2. Length (2 pages + title page)	Personal statement does not exceed two pages of content and includes a title page with the following: Create a title page for HOSA competitive purposes that includes Event name, Competitor name, HOSA Division, HOSA Chapter #, School Name, <a href="#">Chartered Association</a> , and the job, college, scholarship, internship, etc., for which the Personal Statement is created.	N/A	N/A	N/A	Personal Statement not submitted OR does not meet requirements	
3. Formatting	Pages are one-sided, typed, in Arial font, double spaced, in English, 1" margins, running header with last name and event on the top left side of the page and page number on the top right side of each page (excluding the title page)	N/A	N/A	N/A	One or more components of formatting is incorrect or missing	
A. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
4. Introduction	The competitor grabs the reader's attention right away in the first paragraph. The introduction is very creative and contains details about the competitor that make the reader want to know more.	The reader is engaged in the introduction, and the details are creative and sufficient.	The personal introduction has some details to engage the reader, but something seems missing.	The competitor does not gain the reader's attention. Details and creativity are lacking.	Personal statement not submitted OR introduction not included.	
5. 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 and is delivered in a straightforward manner. The competitor struggled to convey their message effectively.	Personal Statement not submitted OR no story / anecdote is shared.	

A. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
<b>6. A Snapshot of the Competitor</b>	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 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 trying to figure out 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.	
<b>7. Conclusion</b>	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.	
B. Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
<b>1. Spelling and grammar</b>	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.	
<b>2. Length</b>	Resume is one page at maximum.	N/A	N/A	N/A	Resume not submitted OR exceeds one page in length.	
B. Resume	Excellent 20 points	Good 15 points	Average 10 points	Fair 5 points	Poor 0 points	JUDGE SCORE
<b>3. Content</b>	The 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.	The resume covers expected components but the audience is left with questions regarding the competitor's abilities and experiences.	The resume lacks most of the expected components. Numerous areas were not addressed, and evidence of talent and experience was not presented.	Resume not submitted OR Resume was limited and did provide judges with needed information.	
<b>4. Creativity</b>	The resume incorporated creativity and innovation, making it unique and 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 wanting more.	Little creativity or originality was used in the resume.	Resume not submitted OR no creativity or originality was demonstrated.	
<b>Subtotal of Pre-Judged Items (105):</b>						

# INTERVIEWING SKILLS- Interview

Competitor \_\_\_\_\_

Judge's Signature \_\_\_\_\_

C. Interview	Excellent 15 points	Good 12 points	Average 9 points	Fair 6 points	Poor 0 points	JUDGE SCORE
<b>1. Introduction/first impression</b>	The greeting is excellent; shook hands and engaged professionally with the judge upon arrival. Great first impression!	The greeting is good, and the handshake was appropriate, but didn't stand out amongst the competition.	The greeting is appropriate but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Average greeting did not shake hands with the judge, the conversation was not engaging, or there was no conversation.	Poor first impression. Competitor did not shake hands or try to engage with the judge.	
<b>2. Content of answers</b> Judges are looking for answers to the following criteria: <ul style="list-style-type: none"><li>• Competitor shows willingness to volunteer information</li><li>• Responds appropriately to every question.</li><li>• Relates strengths and skills for the job.</li><li>• Sounds professional in choice of vocabulary and description of personal strengths.</li></ul>	The competitors thoroughly showcased each of the 4 criteria in their answers with ease and conviction. Their responses left the judges excited to learn more about the competitors' experiences, strengths, and skill sets.	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 clearly describe 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, and didn't elaborate on answers.  Covers 0 of the interview criteria.	
C. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
<b>3. Confidence, maturity, enthusiasm</b>	The competitor exhibited confidence throughout the interview. They expressed genuine excitement for the pending position/opportunity and conducted themselves with maturity. They would make a great employee!	The competitor was confident but needed to be more convincing. They were excited about the pending position/opportunity but needed a little more polish to be offered the position.	The competitor exhibited some level of confidence in their interviewing ability but seemed a little nervous.	The competitor appeared nervous and anxious about the interview. It was evident that 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!	
<b>4. Knowledge of the Position/Opportunity Applied For</b>	The 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/understanding.	The competitor was mainly knowledgeable about 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.	

C. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
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 when 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 ** Pronunciation	The competitor speaks clearly, and 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, with 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 the 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 judges' side.	The competitor makes limited eye contact and needs to display better posture.	The competitor does not make eye contact with the judges. They slouch during the interview	
<b>Subtotal of Interview Items (80)</b>						

\*Definition of Diction – Choice of words, especially with regard to correctness, clearness, and effectiveness.

\*\*Definition of Pronunciation – Act or manner of uttering officially