MT HOSA Job Seeking Skills

Event Category: Leadership

Dress Code: Official HOSA uniform or business professional attire	**Round One:** Digital upload of Resume and Personal Statement	**Digital Upload:** YES, Resume and Personal Statement
Solo Event: 1 competitor	**Round Two:** Interview (5 minutes)	**Interview Materials:** NONE

Event Summary

Job Seeking Skills allows HOSA members to gain the knowledge and skills required to apply and interview for employment and internship opportunities (for college, medical school, professional career, etc.). This competitive event requires competitors to prepare a personal statement and resume and then participate in a mock job interview with judges. This event aims to inspire members to learn more about applying and interviewing for health-related positions and experiences.

Sponsorship

HOSA- Future Health Professionals appreciates the sponsorship of this event by CareerSafe. CareerSafe has developed a special landing page for HOSA competitors and advisors.	CareerSafe™

General Event Information

Additional Event Details	• Before competing in this event at the State Leadership Conference or International Leadership Conference, the competitor should select any health-related position or a position within a health facility for which they are trained or are being trained. (This could be a job for which they could actually apply, a job that they are currently qualified, or are being trained to hold. It may be clinical, educational, or administrative.) The competitor may also select an internship, scholarship, or educational opportunity for which they are qualified to apply. • The competitor will prepare a personal statement and resume. The personal statement and resume must be factual and accurate. Competitors should include real work experience, education, and accomplishments.
Suggested References	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. • Writing Personal Statements Examples 1 and 2 • Writing Resumes

The expectation is that competitors read and are aware of all the content within these guidelines and associated links. Successful competitors will study all links for the detailed information.

ROUND ONE- Personal Statement & Resume (Pre-judged virtually)

Personal Statement Details	1. 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. 2. A 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. Share past experiences and how they connect in your future. c. A Picture: A snapshot of who you are as a person. 3. Personal Statement will be formatted as follows: a. Page 1- Title Page: Create a title page for HOSA competitive purposes that includes the 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: ■ Pages are one-sided, typed, max two pages ■ 12 pt. Arial font, double-spaced, in English ■ 1" margins on 8 ½" x 11" paper ■ 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)
Resume Details	4. 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. 5. The Resume AND Personal Statement must be uploaded as ONE combined PDF file and uploaded to the HOSA Digital Upload System as explained below.
REQUIRED Digital Upload	6. The following item(s) **MUST** be combined as **ONE** PDF file and uploaded to the HOSA Digital Upload System by March 19: ● Personal Statement ● Resume **If the upload is not submitted as a single PDF document, the judge will NOT view it and NO points will be awarded. In addition, any links or documents that are not accessible to the judge for viewing, no points will be awarded.** 7. **March 19** at midnight MST is the **final deadline,** and there will be **NO EXCEPTIONS** to receipt of the required materials after the deadline. We STRONGLY suggest not waiting until the last minute to upload online to avoid user challenges with the system. Detailed instructions for uploading materials can be found at: https://hosa.org/competitive-event-digital-uploads/ 8. Competitors who do not upload materials are NOT eligible for the Round Two interview portion of the competition and **will NOT be given a competition appointment time at SLC**.

ROUND TWO- Interview

1. The top competitors from Round One in each division will advance to Round Two, the interview. The number of advancing competitors will be determined by criteria met in Round One, as well as space and time available for Round Two. Competitors shall report to the event site 10 minutes before their appointment time.
2. 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.
3. 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.
4. 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 they are interviewing for and the skills they would bring to that position. A sample of secret questions can be found here.
5. The 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.
6. NO materials may be taken into the interview. This includes hard copies of the resume and personal statement.

Final Scoring

1. Scores from pre-judged resume and personal statement will be added to the interview score to determine the final results.

2. In the event of a tie, a tiebreaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.

Future Opportunities

The HOSA Scholarship program has funding available for HOSA members who have an interest in various health careers! The application process begins January 1, 2027, and can be found here: https://hosa.org/scholarships/.

Graduating from high school or completing your postsecondary/collegiate program does not mean your HOSA journey has to end. As a HOSA member, you are eligible to become a HOSA Lifetime Alumni Member- a free and valuable opportunity to remain connected, give back, and help to shape the future of the organization. Learn more and sign up at hosa.org/alumni.

Job Seeking Skills

Round One Pre-judged Personal Statement & Resume Rubric

Competitor #:_____ **Division:** _____**SS** _____**PS** **Judge's Signature:**_____

ONE PDF file of Resume & Personal Statement Uploaded Online: Yes___No___*

If the submission is NOT uploaded as a PDF file, judges will not score the submission.

A. Personal Statement	EXCELLENT 5 points	GOOD 4 points	AVERAGE 3 points	FAIR 2 points	POOR 0 points	JUDGE SCORE
1. Spelling & grammar	There are no spelling or grammatical errors throughout the document.	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 personal statement.	There are 5-6 spelling or grammatical errors present in the personal statement.	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 that has the 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.	N/A	N/A	N/A	Personal Statement not submitted OR does not meet all requirements.	
3. Formatting	Pages are one-sided, typed, Arial font, double spaced, in English, 1"margins, running header with last name and event on top left side of page and page number on top right side of each page (excluding 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 attention of the reader right away in the first paragraph. The introduction is very creative and contains details about the competitor that has the reader wanting to know more.	The reader is engaged in the introduction and there is good creativity and sufficient details.	The personal introduction has some details to engage the reader, but it seems something is 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, delivered in a straightforward manner. The competitor struggled to convey their message effectively.	Personal Statement not submitted OR no story / anecdote is shared.	

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A. Personal Statement	EXCELLENT 10 points	GOOD 8 points	AVERAGE 6 points	FAIR 4 points	POOR 0 points	JUDGE SCORE
6. Snapshot of the competitor	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 somewhat 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 not sure 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.	
7. Conclusion	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**
1. Spelling and grammar	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.	
2. Length	Resume does not exceed one page.	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**
3. Content	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.	Resume covers expected components but the audience is left with questions regarding the competitor's abilities and experiences.	Resume lacks most of the expected components. There were numerous areas that were not addressed and evidence of talent and experience was not presented.	Resume not submitted OR Resume was limited and did not provide judges with needed information.	
4. Creativity	The resume incorporated creativity and innovation that made it unique and made it 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 with wanting more.	Little creativity or originality was used in the resume.	Resume not submitted OR no creativity or originality was demonstrated.	
Subtotal Points for Pre-judged Items (105)						

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Round Two Interview Rubric

Competitor #:_____ Division: _____SS _____PS Judge's Signature:_____

A. Interview	EXCELLENT 15 points	GOOD 12 points	AVERAGE 9 points	FAIR 6 points	POOR 0 points	JUDGE SCORE
1. Introduction/ first impression	Greeting is excellent, shook hands correctly and engaged professionally with the judge upon arrival. Great first impression!	Greeting is good, handshake was appropriate but didn't stand out amongst competition.	Greeting is appropriate, but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Average greeting did not shake hands with judge, Conversation is not engaging or there was no conversation.	Poor first impression. Competitor did not shake hands or try to engage with the judge.	
2. Judges are looking for presentations with the following criteria: a. Competitor shows willingness to volunteer information b. Responds appropriately to every question. c. Relates strengths and skills for the job. d. Sounds professional in choice of vocabulary and descriptions.	The competitor thoroughly showcased each of the 4 criteria in their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skill sets of the competitor.	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 provide a clear picture of 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, didn't elaborate on answers. Covers 0 of the interview criteria.	
A. Interview	**EXCELLENT 10 points**	**GOOD 8 points**	**AVERAGE 6 points**	**FAIR 4 points**	**POOR 0 points**	**JUDGE SCORE**
3. Confidence, maturity, enthusiasm	Competitor exhibited confidence throughout their interview. Genuine excitement for the pending position/opportunity and conducted themselves with maturity. They would make a great employee!	The competitor was confident but not convincing. They were excited for the pending position/opportunity but need 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 to be nervous and anxious about the interview. It was evident 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!	
4. Knowledge of the position/ opportunity applied for	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 and understanding.	The competitor was mostly knowledgeable of 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 to answer the judge's questions.	

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A. 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 in 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, pronunciation & grammar **Diction:** choice of words, especially with regard to correctness, clearness, and effectiveness. **Pronunciation:** Act or manner of uttering officially.	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, 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 candidate to repeat themselves.	The competitor mumbles, speaks softly, and is hard to hear. Judges are 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 presentation.	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 side during the presentation.	The competitor makes limited eye contact and does not display good posture.	The competitor does not make eye contact with the judges. They slouch or appear disinterested during the interview.	
Subtotal Points for Interview (80)						
Total Points (Resume, Personal Statement & Interview) (185)						

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