

Interview Skills (515)

Description

Assess proficiency in job search and interview situations.

Eligibility

Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. This event may *not* be repeated. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Contestant must supply

One printed copy of their résumé and cover letter at both Preliminary and Final competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical writing skills to produce cover letter and résumé
- Demonstrate knowledge of employability search
- Apply research to determine qualifications for jobs
- Produce cover letter and résumé
- Complete job application form
- Demonstrate quality grooming through proper dress
- Describe knowledge of job advancement
- Demonstrate interpersonal skills

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the [*Style & Reference Manual*](#).
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm Eastern Standard Time on April 1, 2016, to the National Center at <http://www.bpa.org/submit>. The [Individual Entry Form](#), resume and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once and must complete their application in a single attempt. The online system will time out after 45 minutes (**they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted**).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.

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- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills can be accepted after April 1, 2016.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made after the date of submission.
- The application letter must be addressed as follows:
 - Ms. Julie Smith, Manager
 - Human Resources Department
 - Professional Business Associates
 - 5454 Cleveland Avenue
 - Columbus, OH 43231-4021
- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- An additional copy of the résumé, cover letter and [Individual Entry form, including signatures](#), must be presented at the time of the interview at the NLC at both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank you notes, etc.) during the remainder of the Interview Skills contest.

Method of evaluation

Technical Scoring Rubric
Interview Scoring Rubric

Length of event

No more than 15 minutes for interview
Finals may be included at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging cannot be returned and will *not* be available at NLC.

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Judge Number _____

Contestant Number _____

Technical Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes (Disqualification)	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the disqualification below:		

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> Individual Entry Form - .pdf format (must be keyed but does not have to be signed for pre-submission) Cover Letter - .pdf format Resume - .pdf format Application – must complete online application <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
Cover Letter (Does not need to follow the Style and Reference Manual , but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Résumé					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (230 points maximum)					

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Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well groomed, and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (240 points maximum)					

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Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, not per judge.		Points Awarded
Documentation submitted at time of presentation: Keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Resume (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 480