

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

Overview

Starting in 2011-12, all Career and Technical Education Students participating in any Career & Technical Student Organization (CTSO) State Competition will be required to submit:

- Resume
- Career Plan
- Career Interview Score Sheet.

This packet will serve as a guide as to what each AzHOSA Advisor will be responsible to submit to AzHOSA State Staff for every participating AzHOSA State Conference student attendee as well as what each AzHOSA student needs to do to meet the State Conference minimum qualification.

Submission Process & Dates:

Resume and Career Plan – **March 2, 2012**

Career Interview Scores – **March 12, 2012**

- Arizona HOSA recommends using the Arizona Career Information System to submit all Career Plans www.azcis.intocareers.org . However any career plan system is acceptable.
- We will also accept submission of resumes and career plans by:
 - Email to jane.shovlin@azed.gov
 - In person drop off to 2005 N. Central Ave. Phoenix, AZ 85004
 - By mail to 1535 W. Jefferson St. Phoenix, AZ 85007 (must be post-marked by dates listed above)
 - **NO FAXES PLEASE**

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

I. Required forms to be submitted to the Arizona HOSA State Office

- A. CAREER INTERVIEW SCORING FORM (as many as is needed to list all scores for students)
- B. RESUME (one for each student)
- C. CAREER PLAN (one for each student)

Frequently Asked Questions:

Question: Do all students that attend the AzHOSA Spring Conference have to complete these requirements.

Answer: YES!

Question: Is this only for AzHOSA?

Answer: No. All 7 CTSO's in Arizona are participating in this program.

Question: Do I still need to take an online test to qualify for Spring Conference?

Answer: Yes, if your event starts with an online test, then you would need to take that test and complete the new requirements.

Question: Do we have to use the Arizona Career Information System to complete the Career Plan?

Answer: No. All entries will be accepted.

Question: Can the current AzHOSA Advisor serve as the interviewer?

Answer: No, the advisor can be present but the interview must be conducted by another adult.

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

Student Career Interview & Resume Scores (duplicate form as needed)

Local AzHOSA Advisors will select judges who have reasonable experience in conducting interviews. Use this form to submit final interview scores to the State Office per the official instructions.

Chapter: _____

Name of student:	Interview Score – based on official rubric – out of 100:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	

AzHOSA Advisor

Date

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011



AZHOSA CAREER INTERVIEW & RESUME EVALUATION FORM

	Superior	Excellent	Good	Fair	Poor	Total
General Characteristics						
Personal appearance and professional dress	5	4	3	2	1	
Grammar	5	4	3	2	1	
Diction and articulation	5	4	3	2	1	
Eye Contact, Poise and Posture	5	4	3	2	1	
Interview						
Introduction/first impressions	5	4	3	2	1	
Content of answers	5	4	3	2	1	
Confidence, maturity, enthusiasm	5	4	3	2	1	
Justifies career plans	5	4	3	2	1	
Asks appropriate questions	5	4	3	2	1	
Application Materials						
Effectiveness of application materials (resume, career plan)	5	4	3	2	1	
Final Score (max 50 points)						

Name: _____

School: _____

Date: _____

Judge's Signature: _____

Date: _____

Judge's Comments: _____

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

Career Interview & Resume :

Each Student must be asked these 5 specific questions:

- 1) Why did you choose this specific career?
- 2) What skills do you bring to this position?
- 3) What types of experiences have you had or activities that you have done to help you prepare for this career?
- 4) Give me some specific examples of your leadership and team-working skills and abilities.
- 5) Describe a situation where you had to make a difficult decision and how you handled that situation.

Career Plan (Maximum Points = 10)

10 points:

- Anticipated career plan is clearly listed
- The high school coursework needed/planned is clearly listed
- Post-secondary education/career plans are clearly listed
- Extra-curricular activities student in currently or planning to participate in are clearly listed

8 points: (one of the following is **NOT** evident)

- Anticipated career plan is clearly listed
- The high school coursework needed/planned is clearly listed
- Post-secondary education/career plans are clearly listed
- Extra-curricular activities student in currently or planning to participate in are clearly listed

6 points: (two of the following is **NOT** evident)

- Anticipated career plan is clearly listed
- The high school coursework needed/planned is clearly listed
- Post-secondary education/career plans are clearly listed
- Extra-curricular activities student in currently or planning to participate in are clearly listed

4 points: (three of the following is **NOT** evident)

- Anticipated career plan is clearly listed
- The high school coursework needed/planned is clearly listed
- Post-secondary education/career plans are clearly listed
- Extra-curricular activities student in currently or planning to participate in are clearly listed

2 points: (all of the following is **NOT** evident)

- Anticipated career plan is clearly listed
- The high school coursework needed/planned is clearly listed
- Post-secondary education/career plans are clearly listed
- Extra-curricular activities student in currently or planning to participate in are clearly listed

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

SAMPLE RESUME WITH NO WORK EXPERIENCE

Mary C. Miller
55 West Miller Lane
Miller, AZ 55555
928-555-5555
mcmiller@gmail.com

OBJECTIVE: To work as a dietary aide as a first step toward a career in nutrition.

EDUCATION: **Miller High School**, Miller, AZ

- AP Courses in Anatomy & Physiology, Biology, Chemistry
- Certified Nursing Assistant Course

- Expected Date of Gradation – May 2012

SKILLS:

- Proficient in Microsoft Office Suite, Publisher, PowerPoint and Internet networking
- Team player
- Ability to prioritize assignments and goals

CERTIFICATIONS:

- CPR/1st Aid - American Heart Association 2011
- Peer Tutoring – Miller High School 2010-present

AWARDS:

- Career & Technical Student of the Year – Miller HS, 2011
- National Technical Honor Society: 2010, 2011
- Academic Honor Roll: 2009 – 2011
- 1st Place - Job Interview Competition at HOSA Spring Conference – 2011

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

SAMPLE RESUME WITH WORK EXPERIENCE

Mary R. Smith

6 Miller Road, Miller, AZ 55555

555.555.5555

msmith@gmail.com

OBJECTIVE: To gain a position as a certified nurse assistant

EDUCATION

Miller High School, Miller, Arizona 2008 – present

- Honors English, Math and Chemistry
- GPA – 4.0
- Graduation - May, 2012

Miller Community College, Miller, Arizona

- Certified Nursing Assisting Program - Career and Technical Education
- Certified Nursing Certification – expected date of completion - May 2012

COMPUTER SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Publisher and Outlook.

AWARDS/CERTIFICATIONS

- National Technical Honor Society: 2010, 2011
- Academic Honor Roll: 2009 – 2011
- 1st Place - Job Interview Competition at HOSA Spring Conference – 2011
- CPR/1st Aid Certification - American Heart Association 2011

EXPERIENCE

Pet Sitter 2010 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care 2009 - Present

- Provide child care for several families after school, weekends and during school vacations.

VOLUNTEER EXPERIENCE

- JDRF Walk – coordinated fundraiser for Miller, AZ 2011
- Miller Literacy Program 2010-2011
- Peer Tutoring – Miller High School 2011

INTERESTS/ACTIVITIES

- Vice President - Health Occupations Student of America Miller High School – 2011
- Member, Miller High School, Health Occupations Student of America 2009-

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

present

- Member - Girl Scout of America 2006-present
- Piano

Workplace Employability Skills for AzHOSA Competitive Events

Revised October, 2011

Sample Career Plan (required)

Student Name: _____ **School:** _____ **Career Interest Areas:** _____

Grade 9	Grade 10	Grade 11	Grade 12
<p><i>Required Courses:</i> Grades Earned</p> <p>English 1-2 _____</p> <p>Algebra I 1-2 _____</p> <p>Thinking Science 1-2 _____</p> <p>PE _____</p> <p><i>CTE Courses</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>Elective Courses</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p>Post-secondary Plans:</p> <p>___ Graduation to Work</p> <p>___ Technical Training</p> <p>___ Community College</p> <p>___ 4-year University</p> <p> </p> <p>Intra/Extracurricular Activities:</p> <p>Include in-school and out-of-school activities such as clubs, CTSO organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.</p> <p><i>Activity/Office</i> <i>In-school Out-of-School</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p><i>Honors and Awards</i></p> <p>_____</p> <p>_____</p>	<p><i>Required Courses:</i> Grades Earned</p> <p>English 3-4 _____</p> <p>Geometry 1-2 _____</p> <p>Biology 1-2 _____</p> <p>World History 1-2 _____</p> <p><i>CTE Courses</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>Elective Courses</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p>Post-secondary Plans:</p> <p>___ Graduation to Work</p> <p>___ Technical Training</p> <p>___ Community College</p> <p>___ 4-year University</p> <p> </p> <p>Intra/Extracurricular Activities:</p> <p>Include in-school and out-of-school activities such as clubs, CTSO organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.</p> <p><i>Activity/Office</i> <i>In-school Out-of-School</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p><i>Honors and Awards</i></p> <p>_____</p> <p>_____</p>	<p><i>Required Courses:</i> Grades Earned</p> <p>English 5-6 _____</p> <p>Algebra II 1-2 _____</p> <p>Science _____ _____</p> <p><i>CTE Courses</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>Elective Courses</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p>Post-secondary Plans:</p> <p>___ Graduation to Work</p> <p>___ Technical Training</p> <p>___ Community College</p> <p>___ 4-year University</p> <p> </p> <p>Intra/Extracurricular Activities:</p> <p>Include in-school and out-of-school activities such as clubs, CTSO organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.</p> <p><i>Activity/Office</i> <i>In-school Out-of-School</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p><i>Honors and Awards</i></p> <p>_____</p> <p>_____</p>	<p><i>Required Courses:</i> Grades Earned</p> <p>English 7-8 _____</p> <p>US Gov/Econ 1-2 _____</p> <p><i>CTE Courses</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>Elective Courses</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p>Post-secondary Plans:</p> <p>___ Graduation to Work</p> <p>___ Technical Training</p> <p>___ Community College</p> <p>___ 4-year University</p> <p> </p> <p>Intra/Extracurricular Activities:</p> <p>Include in-school and out-of-school activities such as clubs, CTSO organizations, religious groups, volunteer work, athletic activities, musical groups/lessons, hobbies, jobs. Also write down any office you held.</p> <p><i>Activity/Office</i> <i>In-school Out-of-School</i></p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p>_____ _____</p> <p> </p> <p><i>Honors and Awards</i></p> <p>_____</p> <p>_____</p>