

Interviewing Skills

New for 2020-2021

Competitor orientation deleted from ILC.

The resume and cover letter will be submitted digitally for ILC (no hard copies will be required).

Job Applications will no longer be used at ILC.

Editorial changes have been made in the guidelines for clarity.

Rating sheet has been updated to reflect guideline changes.

Event Summary

Interviewing Skills provides HOSA members with the opportunity to gain knowledge and skills required to apply for and obtain employment. This competitive event requires competitors to prepare a cover letter and resume, and participate in a job interview with judge. This event aims to inspire members to learn more about applying for health-related positions. This event is specifically for HOSA members who are classified under IDEA.

Dress Code Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).

Eligibility In order to participate in this event, the competitor must meet all of the following requirements:

- MUST be classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA).
- Submit a completed STUDENT ELIGIBILITY AND ACCOMMODATION FORM found on page 10 of the guidelines by the state-published deadline.

General Rules

1. Competitors in this event must be active members of HOSA and in good standing.
2. Secondary Division is eligible to compete in this event.
3. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)](#)."
4. All competitors shall report to the site of the event at the time designated for each round of competition. At ILC, competitor's [photo ID](#) must be presented prior to ALL competition rounds.

Competitive Process

5. Prior to attending the International Leadership Conference, the competitor should select any health-related position, or a position within a health facility, for which he/she is trained or is being trained. (A job for which he/she could actually apply; a job that he/ she is currently qualified, or being trained, to hold. It may be clinical, educational or administrative.)
6. The competitor prepares a one page cover letter and a one page resume. The cover letter and resume must be factual and accurate. Competitors should include real work experience and education.

7. No materials may be taken into the interview. The section leader shall introduce the competitor by name to the judges.
8. In the Job Seeking Skills, Interviewing Skills, and Health Career Preparation events only, handshakes between judges and competitors are allowed. In this event, handshakes are allowed both at the beginning and end of the event.
9. 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 for the interview. The competitor will be excused and judges will be given an additional four (4) minutes to complete the rating sheet.
10. The questions asked during the event are considered to be 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](#). There will be at least one question asked in the interview that evaluates the competitor's knowledge of the position for which they are applying.

Final Scoring

11. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
12. If the competitor does not upload Student Eligibility and Accommodation Form by the deadline, then the competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.

Required Digital Uploads

13. The completed resume, cover letter, and eligibility form portfolio must be uploaded as a single document, pdf preferred, by competitor:
 - a. Resume, cover letter (one page each), AND completed eligibility form
 - b. to Tallo for Secondary & Postsecondary/Collegiate divisions
 - c. Uploads for ILC will be open from April 15th - May 15th for ILC qualified competitors only.

Instructions for uploading materials to Tallo (Secondary Division only) can be found [HERE](#).

NOTE: States have the option to use hard copy submissions instead of digital submissions. Please check with your State Advisor to determine what process is used in your state. For ILC, only digital submissions will be used for judging if uploaded by May 15th

14. Reminder to refer to [GRR #24](#): By entering this event, competitor's materials become property of HOSA – Future Health Professionals, and are not returned to the competitors. Competitors are encouraged to retain all original documents and videos, so that between each level of competition materials can be submitted as indicated. Materials will NOT be mailed or shared from Area/Regional to State or to International competition.

Competitor Must Provide

- Eligibility form, along with the cover letter & resume submitted to Tallo by published deadline
- [Photo ID](#)

INTERVIEWING SKILLS – Judge’s Rating Sheet

Section # _____ Judge’s Signature _____
 Competitor # _____

One PDF file with Eligibility form, Resume and Cover Letter Uploaded Online*: Yes ____ No ____
 *If the materials are not uploaded, please note that applicable items on the rubric below cannot be judged.

A. Cover Letter	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Length	Cover Letter does not exceed one page.	N/A	N/A	N/A	Cover letter not included OR exceeds one page.	
2. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout the entire cover letter.	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 cover letter.	There are 5-6 spelling or grammatical errors present in the cover letter.	Cover letter not submitted OR there are 7 or more spelling or grammatical errors in the cover letter.	
	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
3. Organization	Letter includes an organized introduction, body and conclusion paragraph. There is a proper salutation at the greeting with a precise contact name. The entire cover letter amounts to no more than one page in length.	Most of the organization is appropriate, but there are a few minor tweaks that could be made to make the cover letter flow better to the viewer.	Some of the organization is correct, but there are a couple major problems that are rather distracting to the viewer.	An attempt was made to organize the cover letter, but there are still significant problems that distract the viewer from reading it from top to bottom.	Cover letter not submitted OR the cover letter has little to no organization, which could mean inconsistent fonts, no separation of paragraphs, or improper ordering of topics.	
4. Content	The content within the main parts of the cover letter includes the necessary information about the competitor (qualifications and strengths that pertain to the job, how they found the job, and how they will impact the company in the future). It makes for a great introduction to the resume.	A few minor pieces of content are missing that are crucial to make the cover letter top-notch.	A lot of the information is present, but a few major, relevant pieces are missing.	There are significant parts of the cover letter that are missing or are inserted improperly.	Cover letter not submitted OR there is little to no content present in the cover letter. No effort was put forth in order to include the necessary information. It is missing all or almost all of the needed information about how they qualify for the job and their strengths pertaining to it, how they found the job, why they will be a good fit with the company.	

B. Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Length	Resume does not exceed one page.	N/A	N/A	N/A	Resume not submitted OR resume is more than one page in length.	
2. Neatness, spelling, 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.	
B. Resume	Excellent 15 points	Good 12 points	Average 9 points	Fair 6 points	Poor 0 points	JUDGE SCORE
3. Content/organization The resume requirements include: a. Personal information in the heading b. Clearly stated career objective c. Education d. Work Experience e. Activities and awards	The competitor includes all five of the required components of the resume and organizes the document in a legible and professional manner. The resume flows smoothly, and action verbs are used to describe the competitor's strengths.	The competitor includes four of the five required content areas of the resume. The resume flows smoothly but lacks description of experience that allows the judges to gain a clear picture of the employment and educational history.	The competitor includes three of the five required content areas of the resume. Some action verbs were used to describe the competitor's strengths. Fair level of organization throughout the resume.	The required components may be included, but do not provide a clear description of the competitor's work or employment history. Little detail is provided.	Resume not submitted OR the resume does not flow or have experience documented that would relate the competitor to the position.	
C. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
1. Introduction/first impression	Greeting is excellent, shook hands 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. Content of answers Judges are looking for answers to the following criteria: • Competitor shows willingness to volunteer information • Responds appropriately to every question. • Relates strengths and skills for the job. • Sounds professional in choice of vocabulary and description of personal strengths.	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 skillsets 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 4 interview criteria.	Most questions were answered inappropriately, didn't elaborate on answers Covers 0 of the 5 interview criteria.	

C. 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 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 but need a little more polish to be offered the position.	The competitor exhibited some level of confidence in his/her 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 Position Applied For	Competitor was knowledgeable about the position and related skills to the job, prepared and practiced interview questions and was prepared with company 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. They had researched the company and were able to answer most questions.	Competitor somewhat prepared with company research. Answered some of the questions from the judges. Some confidence	Competitor wasn't aware of the position they were hiring for. They were unable to answer questions asked by the judges.	Competitor lacks preparedness of company research. Lacks confidence in speaking with the judge.	
C. Interview	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
5. Closing	Competitor asked at least one question that was relevant to the position and left the judges with an overall positive impression.	N/A	N/A	N/A	Competitor did not ask any questions and the judges were left with a less than positive impression.	
D. General Characteristics	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. *Diction and **articulation	The competitor speaks clearly, 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 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	
D. General Characteristics	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	JUDGE SCORE
2. Eye contact, poise and posture	The competitor displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout 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 side of the judges.	The competitor makes limited eye contact and does not display good posture.	The competitor does not make eye contact with the judges. They slouch during the interview	
Total Points (115):						

Interviewing Skills
STUDENT ELIGIBILITY and ACCOMMODATION FORM REQUESTED
Completed by Competitor & Advisor

This form **MUST** be completed to provide student eligibility and accommodations for competition. **If the student competitor listed on this form does not get the form completed by the deadline (SLC conference due date), then the student competitor will be allowed to compete but will receive 35 penalty points. Points will be deducted in Tabulations.**

Please read this document in its entirety for instructions!

The purpose of this form is as follows:

- 1) to confirm a student's eligibility for this event
- 2) to allow the student to request accommodation in this event
- 3) The "Accommodations Provided at SLC" form (found on the following page) is to confirm what reasonable accommodation was provided at the state/chartered association level (if a student advances to the ILC, the accommodation provided at the state/chartered association level is what will be provided at ILC, within reason).

Student Name: _____

Chapter: _____ State _____

Competitor's Responsibility: The competitor is responsible for completing Sections 1 and 2 of this form and then uploading it to Tallo prior to the published deadline for SLC.

SECTION 1: Student Eligibility

- A School Official and Chapter Advisor **MUST** sign below to verify the named student on this form is 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.)
- DO NOT send the actual IEP or other documentation. For purposes of this competition, only this completed form is needed as verification of eligibility for this event.

School Official* Signature: _____

*Exceptional children (special education) teacher, guidance counselor, or principal (circle one)

Chapter Advisor Signature: _____

SECTION 2: Accommodation Requested

- A School Official or Chapter Advisor completes this section
- Based on the student's IEP, what, if any, accommodation is being requested for the student to compete in this event? If none, please write "none."
- *Extra time is NOT considered a reasonable accommodation as competitors are provided 10 minutes of extra time to fill out the job application.*

SUBMISSION PROCESS for Regional and State/Chartered Association Level:

Once Section 1 and Section 2 are completed, the Competitor must submit this form prior to the State Published Deadline. The form is digitally submitted for ILC by following the instructions found in the guidelines. Competitors should check with their State Advisor for the process to submit this form for regional/state conferences.

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ACCOMMODATIONS PROVIDED AT STATE CONFERENCE

Completed by State Advisor

State / Chartered Association: _____

State Advisor’s Responsibility: The State Advisor is responsible for submitting this entire completed form to HOSA by midnight Eastern Standard Time on May 15, 2021. The form will be submitted via the ILC Special Activity online form. If you did not have competitors in this event at your state conference, write “none” across the form and submit it. One form for each of the four special needs events (LSS, IS, PC, and SS) will be required.

Process:

- The State HOSA Advisor will be able to view individual student eligibility forms submitted from competitors for the regional/state conference in Tallo.
- The state should implement a state-level process for determining what requested accommodations (from SECTION 2 above) will or will not be provided at state conference(s).
- The State HOSA Advisor or other Competitive Event leader from the state/chartered association level, who is familiar with the details of the event, completes this form.
 - Ideally this form will be completed on-site, during competition, so as to provide an accurate record of what accommodation was given to each competitor in this event.
 - List ALL competitors registered for this event at your state conference (make copies of this page as needed)
- What accommodation WAS ACTUALLY PROVIDED at the state conference? Please be specific and explain. If nothing different was done for this competitor, please write, “none.”

Competitor Name & School	Accommodation Provided at SLC
<i>John Doe – ABC High School</i>	<i>None</i>
<i>Jane Doe – DEF Career Center</i>	<i>Clarified directions for competitor when asked</i>

For competition at the ILC, HOSA will provide the same accommodations that were provided at the state/chartered association level, within reason.

State Advisor Signature _____