

Job Seeking 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

Job Seeking 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.

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

General Rules

1. Competitors in this event must be active members of HOSA and in good standing.
2. Secondary and Postsecondary/Collegiate Divisions are 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 five (5) minutes. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining. 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.

Required Digital Uploads

12. The completed resume and cover letter must be uploaded as a single document, pdf preferred, by competitor:
 - a. resume and cover letter (one page each)
 - 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/Postsecondary divisions 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.

13. 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

- Cover letter and resume uploaded to Tallo by published deadline
- [Photo ID](#)

JOB SEEKING SKILLS – Judge’s Rating Sheet

Section # _____ Judge’s Signature _____
 Competitor # _____ Division _____ SS _____ PSC _____

One PDF file with 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):						