

# Job Seeking Skills



## New for 2023 – 2024

Points for personal statement and resume have been updated on rubric.

Tallo has been replaced with the HOSA Digital Upload System. The digital profile is no longer required.

These guidelines are written for ILC. States may modify events or have different event processes and deadlines. Be sure to check with your Local/State Advisor (or state website) to determine how the event is implemented for the regional/area or state conference.

Editorial updates have been made.

## Event Summary

Job Seeking Skills provides HOSA members with the opportunity to gain the knowledge and skills required to successfully 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

This competitive event is sponsored by the [CareerSafe](#).



## Dress Code

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

### Competitor Must Provide

- ☐ Personal Statement and Resume submitted to the HOSA Digital Upload System (Check with your advisor to determine regional/area or SLC requirements and deadlines)
- ☐ [Photo ID](#)
- ☐ Two #2 lead pencils (not mechanical) for evaluation

## General Rules

1. Competitors in this event must be active members of HOSA and in good standing.
2. **Eligible Divisions:** Secondary and Postsecondary/Collegiate Division members 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 \(GRR\)](#)."
  - A. Per the [GRRs](#) and [Appendix H](#), HOSA members may request accommodation in any competitive event. To learn the definition of an accommodation, please read [Appendix H](#). To request accommodation for the International Leadership Conference, [submit the request form here](#) by May 15 at midnight EST.

- B. To request accommodation for any regional/area or state level conferences, submit the request form [here](#) by your state published deadline. Accommodations must first be done at state in order to be considered for ILC.
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.
  5. Prior to competing in this event at the State Chartered Association 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. (A job for which they could actually apply; a job that they are currently qualified, or 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.
  6. 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 Resources**

7. Resources that may help the competitor prepare the personal statement and resume include the following. Many other useful sites exist and can be used at the discretion of the competitor.
  - a. Writing Personal Statements Examples [1](#) and [2](#)
  - b. [Writing Resumes](#)

### **Personal Statement - Pre-judged Digitally**

8. The competitor will create a Personal Statement. The Personal Statement will outline how the competitor is unique, what makes them different from others, and will tell a story about who the competitor is. The Personal Statement should share things about the competitor that can't be found on the resume. It should highlight the elements that makes the competitor a good fit for the scholarship, job, college, or internship, etc.
9. 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 to your future.
  - c. A Picture – a snapshot of who you are as a person
    - i. ([Information retrieved here](#))
10. The Personal Statement will be formatted as follows:
  - a. Page 1: Title page:
    - i. Create a title page for HOSA competitive purposes that includes: Event name, Competitor name, HOSA Division, HOSA Chapter #, School Name, Chartered Association, and the job, college, scholarship, internship, etc. that the Personal Statement is created for. (A creative design or pictures may be used but will not affect the score.)
  - b. Pages 2-3: Personal Statement formatting:
    - ii. Pages are one-sided, typed, max two pages
    - iii. 12 pt. Arial font, double-spaced, in English
    - iv. 1" margins on 8 ½" x 11" paper
    - v. Running header with last name and event on top left side of page, and page number on top right side of each page (not counting title page)
11. The Personal Statement must be saved as a .pdf file and uploaded to the HOSA Digital Upload System as explained in item #15.

### **Resume - Pre-judged Digitally**

12. Competitors will prepare a one-page resume summarizing their education, employment, past responsibilities, and experiences that are relevant to the specific job, scholarship, internship, etc. as selected by the competitor.
13. The Resume must be saved as a .pdf file and uploaded to the HOSA Digital Upload System as explained in item #15

## REQUIRED Digital Uploads

14. The following item(s) **MUST** be combined as one file and uploaded to the HOSA Digital Upload System by May 15:
  - a. Personal Statement
  - b. Resume

**May 15** at midnight EST is the **final deadline** and there will be **NO EXCEPTIONS** to receipt of the required materials after the deadline.
15. Detailed instructions for uploading materials can be found at:  
<https://hosa.org/competitive-event-digital-uploads/>
16. State Leadership Conference (SLC) vs. HOSA's International Leadership Conference (ILC)
  - a. **State Leadership Conferences.** It is the competitor's responsibility to check with their Local Advisor for all state-level processes used for competition as digital uploads may or may not be a requirement.
  - b. **International Leadership Conference.**
    - i. If a competitor uses the HOSA Digital Upload System as a requirement at the SLC, the competitor **MUST upload an ADDITIONAL time for ILC by May 15.**
    - ii. If the HOSA Digital Upload System is NOT used at the competitor's SLC, it is still the competitor's responsibility to upload the product for HOSA's ILC no later than May 15. Not using the HOSA Digital Upload System at a competitor's State Leadership Conference is not an exception to the rule.
17. The FINAL ILC digital upload deadline is May 15. We **STRONGLY** suggest not waiting until the last minute to upload online to avoid user-challenges with the system.
18. For ILC, the digital materials uploaded by May 15 will be PRE-JUDGED. Competitors who do not upload materials are NOT eligible for the presentation portion of competition and **will NOT be given a competition appointment time at ILC.** All digital content uploaded as of May 15 is what will be used for pre-judging at ILC.

## The Competitive Process and Interview

19. No materials may be taken into the interview. This includes hard copies of the resume and personal statement.
20. 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. In this event, handshakes are allowed both at the beginning and end of the event.
21. 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.
22. During the interview, competitors will be asked a series of questions by the judges. The first two questions will always ask the competitor to explain the job/internship/opportunity for which they are interviewing, and the skills they would bring to that position. A sample of secret questions can be found [here](#).
23. The interview 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](#).

## Final Scoring

24. Scores from pre-judged resume and personal statement will be added to the interview score to determine the final results.
25. 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.

## JOB SEEKING SKILLS – Judge's Rating Sheet

Section # \_\_\_\_\_ Judge's Signature \_\_\_\_\_  
 Competitor # \_\_\_\_\_ Division \_\_\_\_\_ SS \_\_\_\_\_ PSC \_\_\_\_\_

Resume and Personal Statement .pdf uploaded online: Yes \_\_\_\_\_ No \_\_\_\_\_

For ILC, the digital materials (personal statement and resume) uploaded by May 15 will be PRE-JUDGED.  
 Competitors who do not upload materials are NOT eligible for competition and will NOT be given a competition appointment time at ILC. All digital content uploaded as of May 15 is what will be used for pre-judging at ILC.

A. Personal Statement	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 0 points	JUDGE SCORE
1. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout	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	N/A	N/A	N/A	Personal Statement not submitted OR does not meet 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.	
6. A 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.	

<b>A. Personal Statement</b>	<b>Excellent 10 points</b>	<b>Good 8 points</b>	<b>Average 6 points</b>	<b>Fair 4 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>7. Conclusion</b>	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>B. Resume</b>	<b>Excellent 5 points</b>	<b>Good 4 points</b>	<b>Average 3 points</b>	<b>Fair 2 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>1. Spelling and grammar</b>	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>2. Length</b>	Resume does not exceed one page.	N/A	N/A	N/A	Resume not submitted OR exceeds one page in length.	
<b>B. Resume</b>	<b>Excellent 20 points</b>	<b>Good 15 points</b>	<b>Average 10 points</b>	<b>Fair 5 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>3. Content</b>	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 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 provide judges with needed information.	
<b>4. Creativity</b>	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.	
<b>Subtotal Points for Pre-Judged items(105):</b>						
<b>C. Interview</b>	<b>Excellent 15 points</b>	<b>Good 12 points</b>	<b>Average 8 points</b>	<b>Fair 4 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>1. Introduction/first impression</b>	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.	
<b>2. Content of answers</b> Judges are looking for answers to the following criteria: <ul style="list-style-type: none"> <li>Competitor shows willingness to volunteer information</li> <li>Responds appropriately to every question.</li> <li>Relates strengths and skills for the job.</li> <li>Sounds professional in choice of vocabulary and description of personal strengths.</li> </ul>	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 interview criteria.	Most questions were answered inappropriately, didn't elaborate on answers.  Covers 0 of the interview criteria.	

<b>C. Interview</b>	<b>Excellent 10 points</b>	<b>Good 8 points</b>	<b>Average 6 points</b>	<b>Fair 4 points</b>	<b>Poor 0 points</b>	<b>JUDGE SCORE</b>
<b>3. Confidence, maturity, enthusiasm</b>	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!	
<b>4. Knowledge of Position/Opportunity Applied For</b>	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	
<b>5. Closing</b>	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.	
<b>6. *Diction and **Pronunciation</b>	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	
<b>7. Eye contact, poise and posture</b>	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	
<b>Subtotal Points for Interview (80):</b>						
<b>Total Points (185):</b>						

\*Definition of Diction – Choice of words especially with regard to correctness, clearness, and effectiveness.

\*\*Definition of Pronunciation – Act or manner of uttering officially