



CONTEST SCOPE

Contest Chairs

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Reading Muhlenberg CTC

2615 Warren Road Reading PA 19606

Contest:

Job Interview

Purpose:

To evaluate the contestant's understanding of employment procedures they will face in applying for positions in the occupational areas for which they are training.

Clothing:

Contest appropriate clothing. Students will not be penalized for clothing unless it is a safety violation.

Equipment and Material:

Equipment/Tools/Materials Provided by Host School:

Employment application forms.

Equipment/Tools/Materials Provided by the Contestant:

Four copies of a one-page, typed, résumé (one for the preliminary contest and the remaining set of three for the finals). No other material may be submitted by the contestant.

Pen for completing the application forms (if needed).

A card (3"x5") with necessary information may be used in completing the application.

Scope of Contest

This contest evaluates the understanding of employment procedures that a student will face in applying for positions in the occupational area for which he or she is training. The contest consists of three parts:

1. The receptionist's preliminary evaluation.
2. The completion of a résumé and employment application.
3. An in-depth interview.

Contestants shall apply for positions in keeping with their occupational objectives. In completing the résumé and employment application, contestants will use their own name, address, school, employment history, and occupational information. All information must be as accurate as possible.

Contestants will be expected to dress in a manner consistent with the expectations of an interview for their occupational area.

The receptionist will serve as a judge.

When called from the assembly area, the contestant will approach the receptionist as though applying for a job in the occupational area consistent with the contestant's training program. Contestants will be given instructions to access an electronic employment application to complete within 30 minutes in the receptionist's presence.

Contestants will complete the application with either a provided laptop or on paper. The receptionist will note the time the contestant accesses the application and the time the completed application is received. One point will be deducted for each minute or fraction thereof over the 30-minute time limit. Information such as the following may be asked on the application:

- a. Employment desired.
- b. Education.
- c. Membership in civic, community, or school organizations.
- d. Former employers and work experience.
- e. References.

The receptionist will receive the completed application along with one copy of a one-page, typed, résumé prepared in advance and supplied by the contestants. The following information must be contained in the one-page résumé.

- a. Name, address, phone number, and email address.
- b. Objective or professional summary relevant to the contestant's field of study.
- c. Education and training.
- d. Availability.
- e. Work experience beginning with present employment listing specific responsibilities.
- f. Professional memberships, major accomplishments, awards earned.
- g. References are not to be included on the one-page résumé.

After the receptionist evaluates the application, a technical committee member will present three copies of the résumé to the interviewing committee (judges).

After the judges review the résumé, a technical committee member will direct the contestant to the judges for the interview.

The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.

All contestants in an interview group will be asked identical questions. Such questions might include the following, but will be determined by the judges:

- a. What are your occupational objectives?
- b. What do you like most about this occupation?
- c. What are your hobbies?
- d. Where do you see yourself in 5 years? 10 years?
- e. Why do you want to work for our company?
- f. What two accomplishments have given you the most satisfaction?
- g. What are your extracurricular activities?
- h. How would you describe your ideal job?
- i. What do you think determines a person's progress within a company?
- j. What do you consider to be your outstanding job-related personal characteristics or strengths?
- k. What qualifications and characteristics do you have that make you feel you'll succeed in your work?

All contestants should be prepared to ask three or more follow-up questions for the interviewers relevant to their occupational area/the

