

JOB INTERVIEW CONTEST

PURPOSE

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

CLOTHING REQUIREMENT

Clean and tidy professional dress. Suggested clothing would be:

Men: Slacks, dress shirt, tie, dress shoes, sport jacket (optional)
Women: Dress or professional suit,
Official AOFC Dress attire also suitable.

ELIGIBILITY

Open to all active AOFC members, 2 contestants per school.

OBSERVER RULE

No observers will be permitted to view the contest in progress.

EQUIPMENT AND MATERIALS

1. Supplied by staff at the Skills Day Contest
 - a. Employment application forms
 - b. Timer
 - c. All necessary information and furnishings for the judges
2. Supplied by the contestant
 - a. Three copies of a one-page typewritten personal resume. No other material may be submitted by the contestant.
 - b. Ink pen for completing the application form.

Please note: Contestants will be applying for one of three job types:

Entry Level Office Assistant with forest industry(secretarial/clerical)
Entry Level Forestry work w/ private logging industry (i.e., chokersetter, faller, etc.)
Entry Level Natural Resource Management

SCOPE OF THE CONTEST

1. Contestants should prepare for the job interview contest by developing the following abilities:
 - a. Answer questions and carry on a casual conversation
 - b. Demonstrate confident handshake, proper greeting and personal introduction
 - c. Prepare a personal resume and job application

9. The interviewing committee will review the application and resume. Upon completion of this process, the receptionist will introduce the contestant to the judges for interview.
10. The interview with the committee will be limited to seven minutes.
11. The interview contest will be limited to individual awards only. Team points are not granted.
12. All contestants 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 would you like to be doing five years from now? Ten years?
 - d. What jobs could you do well without further training?
13. Judges are encouraged to use their own interview techniques.

ARRANGEMENT OF ROOMS

1. Holding room - an area will be set up in which contestants will assemble to wait their turns.
2. Receptionist area - an area will be furnished with receptionists desks and necessary tables and chairs at which contestants will complete their employment applications.
3. Interview room - a room will be furnished with table and chairs for the contestant and interviewing committee of two judges.

JUDGING CRITERIA

Contestants will be evaluated according to the following rating system.

Items evaluated by receptionist	<u>Possible</u>
Points	
Greeting and introduction --	5
Appearance/posture/grooming --	5
Completeness and legibility of application form --	10
Items evaluated by interviewer	
Greeting and introduction --	5
Appearance/posture/grooming --	15
Completeness and clarity of resume --	10
Maturity - answers to questions --	25
Presentation - self confidence and persuasiveness --	25
Preparation - knowledge of position applied for and personal history --	20
Personal Salesmanship --	3
TOTAL	150 (seven points deducted for inappropriate attire)

ITEMS EVALUATED BY RECEPTIONIST

Greeting and Introduction	5
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- d. Know the aspects of making positive first impressions
- e. Develop listening skills and show sincere interest
- f. Demonstrate good grooming in dress and personal hygiene
- g. Demonstrate confidence and positive personal image
- h. Pronounce words in a clear and understandable manner
- i. Know their personal qualities and how to "sell themselves" to a prospective employer
- j. Know the sources of information about a prospective employer
- k. Effectively vary voice in pitch, tone, tempo and volume

2. The contest will be divided into three phases:

- a. Completion of employment application
- b. Receptionist's preliminary interview
- c. In-depth interview

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

4. The receptionist will serve as a judge.

5. When called from the assembly area, the contestant will approach the receptionist as though applying for a job in the occupational area for which she or he is training.

6. Contestants will be given an employment application which is to be completed in the receptionist's presence. (The application will comply with current federal and state fair employment practices.) Contestants will be allowed 15 minutes for the completion of the application. Contestants will complete the application by writing in ink.

The following information will be asked on the job application:

- a. Personal and family information
- b. Employment desired
- c. Education
- d. Membership in civic, community and school organizations
- e. Former employers and work experience
- f. References (upon request)

7. The receptionist will receive the completed application along with three copies of a one-page typewritten resume prepared in advance and supplied by the contestants.

The following information must be contained in the resume:

- a. Personal information, name, address, phone number
- b. Career objective
- c. Education and training
- d. Work experience beginning with present employment listing specific responsibilities
- e. Memberships, major accomplishments, awards earned
- f. Personal interests and hobbies

8. After evaluating the application form and the resume, the receptionist will present the application, rating sheet, and three copies of the personal resume to the interviewing committee (judges).