

# Job Interview

**CONTEST DATE & LOCATION:** Refer to the Kansas State Championship Conference Packet

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

**ELIGIBILITY:** Open to active SkillsUSA members.

**CLOTHING REQUIREMENT:** For Men: Official blazer, or jacket; black dress slacks; white dress shirt; plain black tie with no pattern or the SkillsUSA black tie; black socks and black shoes.

For Women: Official blazer, or jacket; black dress slacks or knee-length skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone seamless hose and black dress shoes.

Official attire



CONTEST PREPARATION:

**Job Posting**

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SkillsUSA Kansas / General Job Fair

Employers will be recruiting for Sales, Customer Service, Clerical, Management, Welders, Carpenters, Electronics & Electrical Technicians, Cooks, Auto Service Technicians and other skills related positions.

Email a copy of your resume to: [tmagnett@skillsusakansas.org](mailto:tmagnett@skillsusakansas.org) a week prior of the Kansas State Championship Conference.

Bring hardcopies of your resume and job portfolio to the scheduled interview.

3-D Visual Animation	Advertising Design	Architectural Drafting
Automated Manufacturing	Automotive Refinishing Tech	Automotive Service Tech
Aviation maintenance Tech	Cabinetmaking	Carpentry
Collision Repair Tech	Commercial Baking	Cosmetologist
Crime Justice officer	Crime Scene Investigator	Chef in Culinary Arts
Diesel Equipment Tech	Electrician	Electronics Tech
Engineer	Nurse Assistant	HVACR Tech
Computer Tech	Internetworking Tech	Major Appliance Tech
Brick Layer	Medical Receptionist	Medical Code Assistant
Motorcycle Service Tech	Photographer	Plumber
Precision Machining Tech	Residential Systems Installer	Restaurant Services
Robotics Tech	Graphic Designer	Technical Drafting
Telecommunication Tech	Television Video Producer	Welder

## KANSAS STATE CHAMPIONSHIPS (KSC) CONTEST UPDATE



Each contestant will rotate through 3 Stations during the contest:

### **STATION #1: APPLICATION**

Contestants will walk in and apply for the job. They will need to submit 3 typed written resumes', and 3 typed written reference pages that include at least 3 references. They will have 30 minutes to fill out the job application. When contestants turn in their application they will be given a time for their interview. Each contestant will be scored on the following in Station #1:

- Application time
- Submission of all documents
- Completeness/Legibility of Application and Resume'
- Early Submission of Electronic Resume' sent to [tmagnett@skillsusakansas.org](mailto:tmagnett@skillsusakansas.org) a week prior to the competition

### **STATION #2 RECEPTIONIST**

Contestants will come at their scheduled interview time. They will greet the receptionist and wait to be called for their interview.

Each contestant will be scored on the following in Station #2:

- Greeting and Introduction
- Appearance /Posture /Grooming
- On-time for scheduled interview

### **STATION #3: INTERVIEWER**

Contestants will be asked 4 questions and must answer each question within a 1-2 minute per question. They will be judged on:

- Greeting & Introduction
- Appearance /Posture/Grooming
- Maturity: Answer to Questions
- Presentation: Self Confidence and Persuasiveness
- Preparation: Knowledge of Position Applied for and SkillsUSA
- Personal Salesmanship

Thanks for choosing this contest to compete in and Good luck!