

SkillsUSA Maryland State Championship

Job Interview 2022 Contest Update

The following are the SkillsUSA Maryland technical standards, derived from those set forth at a national level.

Contact:

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PURPOSE

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the process of a job interview.

ELIGIBILITY

Open to all active SkillsUSA members.

CLOTHING REQUIREMENTS

SkillsUSA Official Attire or Professional Dress (Business Attire)

SkillsUSA Official Dress Includes:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar to extend into the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks (accompanied by black slacks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-seamless hose).
- Black dress shoes.

Scope of the Contest

Skill Performance

This contest is divided into three phases: completion of employment applications; preliminary interviews with receptionist; and in-depth interviews. Contestants are evaluated on their understanding of employment procedures faced in applying for positions in the occupational areas in which they are training.

Contest Guidelines

- Each contestant will be given the same scenario/job application and the same amount of time to prepare and complete competition.

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- Contestants will be required to attend an orientation meeting. At this meeting, contestants will draw for Job Interview order.
- Contestants must stay in the holding area until their number is called and receive the scenario/job description/application and final instructions.
- Contestants should expect to use all aspects of the skills listed in Standards and Competencies.
- A scenario/job description will be provided with an application form to be completed prior to the interview.
- Judges will serve in the role of the Receptionist and Employer(s).

Equipment and Materials

Supplied by the technical committee:

- Workspace with table, chair (receptionist area), and interview room.

Supplied by the contestant:

- Pencil and ballpoint pen
- Paper (legal pad or spiral notebook)
- All competitors must create a one-page résumé and submit a hard copy to the technical committee chair at orientation. Failure to do so will result in a 10-point penalty.

Resume

The resume must be one page, designed professionally and free of typographical errors. It will be provided during orientation and must include the following:

- Header, with student contact information: name, address, phone and email.
- Career objective
- Education
- Technical Skills
- Employment
- Honors and Awards
- Memberships, must indicate SkillsUSA
- References available upon request