

SkillsUSA Maryland State Championship

Job Interview - 2023 Contest Update

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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.

CLOTHING REQUIREMENTS: SkillsUSA Official Attire or Professional Dress (Business Attire)

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.

MATERIALS SUPPLIED BY 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)
- Competitors must submit a one-page résumé at orientation (10-point penalty if not submitted). The resume must be one page, designed professionally and free of typographical errors. It 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

SKILLSUSA MARYLAND STATE CHAMPIONSHIP

- 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).