

(520) Advanced Interview Skills

Description

Assess advanced proficiency in job search, interview situations, and portfolio development.

Eligibility

Contestant may *not* enter both Interview Skills and Advanced Interview Skills in the same year. Advanced Interview Skills may be repeated. Contestants participating in national level competition must be registered for the event prior to submission deadline for technical judging. Contestants must participate in both parts of the competition in order to be ranked.

Contestant must supply

One (1) copy of résumé and cover letter for both Preliminary and Final judges.

One (1) copy of portfolio, hardcopy or digital.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate interpersonal skills
- Demonstrate knowledge of employability search
- Apply technical writing skills to produce cover letter and résumé
- Demonstrate effective communication skills
- Create and effectively use an employment portfolio
- Apply research to determine qualifications for jobs
- Complete job application form
- Demonstrate quality grooming through proper dress
- Discuss understanding of work ethics and work environments
- Describe knowledge of job advancement
- Apply research to determine qualifications for jobs

Specifications

- This is a pre-submitted event. See instructions for submissions.
- Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the [Style & Reference Manual](#).
- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The [Individual Entry Form](#), résumé and cover letter must be uploaded as three separate PDF files by 11:59 p.m. Eastern Time on April 1, 2019, at <http://www.bpa.org/submit>.
- Contestants will receive an automated response confirmation at the time of submission.
- Individual confirmation of receipt *cannot* be provided by the National Center.
- Member ID will be required for all submissions.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions *cannot* be accepted.

Business Professionals of America Workplace Skills Assessment Program

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- Due to the nature of the pre-submitted materials, no late registrations/move-ups for Advanced Interview Skills can be accepted after April 1, 2019.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline *cannot* be accepted.
- No changes can be made after the date of submission.
- The cover letter must be addressed as follows:
 - Ms. Julie Smith, Manager
 - Human Resources Department
 - Professional Business Associates
 - 5454 Cleveland Avenue
 - Columbus, OH 43231-4021
- Contestant *may* choose to use a paper portfolio or an electronic portfolio.
 - Paper portfolios may *not* be larger than 8 ½”x11”
 - Paper portfolio pages must be placed in plastic sheet protectors
 - Electronic portfolios may be displayed on a notebook/laptop computer or tablet.
- Portfolio will *not* be submitted; the contestant will take the portfolio into the interview to be used to demonstrate job competence. **Portfolios must not be left with judges.**
- No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for access to and their presentation of their portfolio.
- Contestants may access the Internet through a mobile hotspot or a hotspot on a cellular phone. If a contestant chooses to use their own device(s) to access the Internet, the device(s) must be set up prior to entering the presentation room. The cellular phone may *only* provide Internet access when used as a hotspot or be the sole source used to display the portfolio. Contestants may *not* use the device for any other purpose during their presentation.
- No time will be given for set-up of equipment. If notebook/laptop or tablet is used it can only be set up by contestant.
- Contestants may *not* use any type of projection device. (Table-top projection screens, TVs, or other types of displays will *not* be allowed.)
- One (1) copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will *not* be available at the time of interview.
- One (1) copy of the résumé, cover letter, and [Individual Entry Form](#), including signatures, must be submitted at the time of the interview at NLC at both the Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Advanced Interview Skills contest.

Method of evaluation

Technical Scoring Rubric

Interview Scoring Rubric

Length of event

No more than fifteen (15) minutes for interview

Finals may be required at state and national levels

Entries

Each state is allowed three (3) entries

Contestants in all judged events who wish to receive judges’ comments must submit a self-addressed, stamped envelope to the event judges before judging takes place.

Materials submitted for technical judging *cannot* be returned and will *not* be available at NLC.

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Judge Number _____

Contestant Number _____

Technical Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Contestant submitted the correct information and in the correct format. <ul style="list-style-type: none"> • Individual Entry Form - PDF form (must be keyed but does <i>not</i> have to be signed for pre-submission) • Cover Letter - PDF format • Résumé - PDF format <p style="text-align: center;"><i>All points or none are awarded by the technical judge.</i></p>				10	
Cover Letter (Does <i>not</i> need to follow the Style & Reference Manual, but should be business letter format)					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills relevant to position	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Résumé					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Reverse chronological order of work history (all paid and unpaid work experiences)	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (170 points maximum)					

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Contestant Number _____

Interview Scoring Rubric

	Below Average	Average	Good	Excellent	Points Awarded
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well-groomed and appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Volunteered information Demonstrated initiative and enthusiasm Asked appropriate questions	1-5 1-5 1-5 1-5 1-5 1-5	6-10 6-10 6-10 6-10 6-10 6-10	11-15 11-15 11-15 11-15 11-15 11-15	16-20 16-20 16-20 16-20 16-20 16-20	
Showed evidence of the following skills: Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
Portfolio: Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL INTERVIEW POINTS (260 points maximum)					

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Contestant Number _____

Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		Points Awarded
Documentation submitted at time of check-in: keyed and signed Individual Entry Form (1 copy), Cover Letter (1 copy) and Résumé (1 copy) <i>Must have copies for preliminaries and finals</i>	10	
TOTAL SPECIFICATION POINTS (10 points maximum)		

TOTAL MAXIMUM POINTS = 440