



## JOB SEEKING SKILLS

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- Purpose:** To encourage Health Science students to develop and/or refine the skills necessary to apply for and obtain employment.
- Description of Event:** Competitors shall apply for any health care related position for which they are trained or are being trained. A cover letter and resume **MUST** be submitted to [js@hosa.org](mailto:js@hosa.org) via e-mail with a deadline date of May 15 in order to be eligible for national competition. At the conference, competitors will complete a job application (at orientation) and participate in a job interview (assigned time received at orientation.). The process for state competition should be confirmed with the HOSA State Advisor.
- Dress Code:** Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for proper dress.
- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the category in which they are registered to compete (Secondary or Postsecondary/Collegiate).
  2. Prior to attending the National Leadership Conference, the competitor should select any health care related position for which he/she is trained or is being trained. (A job for which he/she could apply.)
  3. The competitor must prepare a one-page resume in Microsoft Word and a cover letter.
    - Cover letter **MUST** be in the body of the e-mail
    - Resume **MUST BE AN ATTACHMENT** to e-mail cover letter
  4. The cover letter and resume must be received by National HOSA via e-mail ([js@hosa.org](mailto:js@hosa.org)) by **May 15th**. If the competitor is using Microsoft Word on a Macintosh computer, the document **MUST** be saved to a Word PC compatible file before being sent as an attachment. Competitors will receive an electronic response when the transmission is received by National HOSA. If the competitor does not receive electronic confirmation by May 16, it is the competitor's responsibility to contact National HOSA.
  5. For local, regional, area or state competition, ask your chapter/state advisor for the process to be followed regarding submission of the cover letter and resume.
  6. To receive points for the cover letter and resume, the above process **MUST** be followed properly by the May 15<sup>th</sup> deadline.
  7. Competitors should print out the e-mailed cover letter, resume, and electronic confirmation of receipt, and bring a copy to the National Conference.
  8. Competitor numbers and order of competition will be pre-assigned on a random selection basis.

9. Competitors shall report to the orientation for the event. During the orientation the competitor will be given no more than (20) twenty minutes to complete a job application. **Competitors are required to bring their own pen to complete the application.** Event proxies are NOT allowed in this event.
10. Competitors may use the print copy of the resume they brought with them when completing the job application. Copies of the cover letter and resume will NOT be provided.
11. The cover letter and the resume will be judged prior to the competitor's interview. The completed application will be given to the interview judge(s) by event personnel, and will be rated at the time of the interview.
12. Competitors shall report to the site of the job interview at the appointed time. No materials may be taken into the interview, and a portfolio may NOT be used. The section leader shall introduce the competitor by number to the judges. The interview will be conducted for a maximum of ten (10) minutes.
13. The questions asked during the event are considered to be a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic for ANY event until after the event has concluded. Competitors who violate this ethical standard will be disqualified.
14. Should a tie occur, the lieutenant will use the score on the rating sheets sections with the highest point value(s), in descending order, to break the tie.
15. Competitors must be familiar with and adhere to the "**General Rules and Regulations of the National HOSA Competitive Events Program.**"

**Required Personnel (Per Section)**

1. One Event Manager (per event)
2. One Section Leader
3. One to three judges to judge the cover letter and resume.
4. One to three judges to conduct the job interview.
5. Courtesy Corps members as needed

**Facilities, Equipment and Materials (Per Section)**

1. One interview room per section with a sufficient number of tables and chairs.
2. Hand calculator
3. Job application forms
4. List of interview questions for the judges
5. Paper clips
6. Note pads/ pencils for Judges, pencils for participant evaluations
- \*\*\* 7. Pens must be brought to the event by the competitor.

\*\*\* To be brought to the event by the competitor.

# JOB SEEKING SKILLS JUDGE'S RATING SHEET Cover Letter and Resume

Section # \_\_\_\_\_

Level \_\_\_\_\_ SS \_\_\_\_\_ PS/Collegiate

Competitor # \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Items Evaluated	Points Possible					Points Allocated
	Superior	Excellent	Good	Fair	Poor	
1. <b>Cover Letter</b> Content (opening, qualifications and key information, close)	5	4	3	2	1	
Neatness, format, spelling and punctuation	5	4	3	2	1	
2. <b>Resume:</b> Organization and content (clear, concise, pertinent)	5	4	3	2	1	
Neatness, format, spelling and punctuation	5	4	3	2	1	
<b>Total Points Possible</b>	<b>20</b>	<b>16</b>	<b>12</b>	<b>8</b>	<b>4</b>	

# JOB SEEKING SKILLS JUDGE'S RATING SHEET Interview

Section # \_\_\_\_\_  
 Level \_\_\_\_\_ SS \_\_\_\_\_ PS/Collegiate  
 Competitor # \_\_\_\_\_  
 Judge's Signature \_\_\_\_\_

Items Evaluated	Points Possible					Points Allocated Comments
	Superior	Excellent	Good	Fair	Poor	
<b>1. General Characteristics:</b>						
Personal Appearance	5	4	3	2	1	
Grammar	5	4	3	2	1	
Diction and articulation	5	4	3	2	1	
Eye Contact, poise and posture	5	4	3	2	1	
<b>2. Job Application:</b>						
Completeness	5	4	3	2	1	
Neatness, spelling	5	4	3	2	1	
<b>3. Interview:</b>						
Introduction	10	8	6	4	2	
Content of Answers	10	8	6	4	2	
Confidence, maturity, enthusiasm	15	12	9	6	3	
<b>4. Knowledge of Position Applied For:</b>						
	10	8	6	4	2	
<b>5. Close</b>						
	5	4	3	2	1	
<b>Total Points Possible</b>	<b>80</b>	<b>64</b>	<b>48</b>	<b>32</b>	<b>16</b>	

Diction: Degree of clarity and distinctness of pronunciation

Articulation: The act of producing a speech sound, especially a consonant.