

- c. Membership in civic, community or school organizations
 - d. Former employers and work experience
 - e. References
5. The receptionist will receive the completed application along with three copies of a one-page, typewritten résumé prepared in advance and supplied by the contestants. The following information must be contained in the one-page résumé:
- a. Name, address and phone number
 - b. Career objective
 - c. Education and training
 - d. Work experience beginning with present employment listing specific responsibilities
 - e. Professional memberships, major accomplishments, awards earned
 - f. References are to be on a separate page, not on the one-page résumé
6. After the receptionist evaluates the application, a technical committee member will present three copies of the personal résumé to the interviewing committee (judges).
7. After the judges review the personal résumé, a technical committee member will direct the contestant to the judges for the interview.
8. The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions.
9. All contestants in an interview group will be asked identical questions. Such questions might include the following but will be determined by the judges:
- a. What are your occupational objectives?
 - b. What do you like most about this occupation?
 - c. What are your hobbies?
 - d. What would you like to be doing five years from now? Ten years?
 - e. Why do you want to work for our company?
 - f. What two accomplishments have given you the most satisfaction?
 - g. What are your extracurricular activities?
 - h. How would you describe your ideal job?
 - i. What do you think determines a person's progress within a company?
 - j. What do you consider to be your outstanding job-related personal characteristics or strengths?
 - k. What qualifications and characteristics do you have that make you feel you'll succeed in your work?
10. Judges are encouraged to use their own interview techniques and should keep the

focus of the interview on the selected questions.

Standards and Competencies

Jl 1.0 — Prepare a one-page personal résumé

- 1.1 Design a personal layout and structure for the résumé
- 1.2 List name, address and phone number
- 1.3 State a specific career objective
- 1.4 List educational and training information
 - 1.4.1 Provide GPA if currently enrolled in school
 - 1.4.2 Include areas of study
 - 1.4.3 List any employment related certifications or licenses
 - 1.4.4 Identify name and location of academic/training institutions
- 1.5 Discuss work experience beginning with present employment
- 1.6 Outline specific job responsibilities and transferable skills gained, in a bulleted format
- 1.7 List organizational memberships, major accomplishments and awards earned
- 1.8 Edit résumé for spelling, grammar and effective design

Jl 2.0 — Complete an employment application that meets industry standards

- 2.1 Complete the employment application within allotted time limit
- 2.2 Be prepared with all needed information to complete the application
- 2.3 Review employment application to ensure it is free of errors
- 2.4 Complete application form legibly

Jl 3.0 — Meet and greet receptionist to meet industry standards

- 3.1 Greet receptionist professionally
- 3.2 Introduce oneself to the receptionist

Jl 4.0 — Complete a 10-minute job interview that meets industry standards

- 4.1 Introduce self professionally
- 4.2 Display good posture and appropriate dress and grooming
- 4.3 Demonstrate knowledge of position applying for and personal history
- 4.4 Respond to four to six questions from the judging panel
- 4.5 Explain work and leadership experiences concisely when applicable
- 4.6 Explain personal strengths and weaknesses to the committee when applicable

- 4.7 Discuss personal and professional short and long term goals
- 4.8 Describe two accomplishments and personal satisfaction gained from each when applicable
- 4.9 Explain personal qualifications and characteristics that will lead to professional success
- 4.10 Describe your ideal job when applicable

Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

Math Skills

None Identified

Science Skills

None Identified

Language Arts Skills

- Provide information in conversations and in group discussions
- Provide information in oral presentations
- Demonstrate use of verbal communication skills: word choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information
- Organize and synthesize information for use in written and oral presentations
- Demonstrate narrative writing
- Demonstrate persuasive writing
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing

Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards

Math Standards

None Identified

Source: NCTM Principles and Standards for School Mathematics. To view high school standards, visit: standards.nctm.org/document/chapter7/index.htm. Select "Standards" from menu

Science Standards

- Understands the scientific enterprise

Source: McREL compendium of national science standards. To view and search the compendium, visit: www.mcrel.org/standards-benchmarks/.

Language Arts Standards

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.readwritethink.org/standards/index.html.

CONTEST SCORECARD

Items Evaluated	Possible Points										
Interviewer - Skill 4:											
Greeting and Introduction	60										
Interviewer - Skill 5:											
Appearance/Posture/Grooming.....	60										
Interviewer - Skill 6:											
Completeness and Clarity of Resume	120										
Interviewer - Skill 7:											
Maturity: Answers to Questions.....	150										
Interviewer - Skill 8:											
Presentation: Self-Confidence and Persuasiveness	150										
Interviewer - Skill 9:											
Preparation: Knowledge of Position Applied for & Personal History	150										
Interviewer - Skill 10:											
Personal Salesmanship.....	150										
Receptionist - Skill 1:											
Greeting and Introduction	40										
Receptionist - Skill 2:											
Appearance/Posture/Grooming.....	20										
Receptionist - Skill 3:											
Completeness/Legibility of Application.....	100										
<table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Sub Total</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td style="text-align: right;">Résumé Penalty</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">Clothing Penalty</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">Time Penalty</td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">_____</td> </tr> </table>		Sub Total	1,000	Résumé Penalty	_____	Clothing Penalty	_____	Time Penalty	_____	TOTAL	_____
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