

## **Advanced Interview Skills (520)**

### **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.

### **Contestant must supply**

- One copy of résumé and cover letter for both Preliminary and Final judges.
- One copy of portfolio.

**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 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
- Demonstrate interpersonal skills

### **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 application must be submitted by 11:59 pm Eastern Standard Time on March 28, 2014, to the National Center at <http://www.bpa.org/submit>. The Individual Entry Form, resume and cover letter must be uploaded as three separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once and must complete their application in a single attempt (**they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted**).

- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.
- Contestants must be registered for national level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills or Advanced Interview Skills can be accepted after March 28, 2014.
- 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 application letter must be addressed as follows:
 

Ms. Julie Smith, Manager  
Human Resources Department  
Professional Business Associates  
5454 Cleveland Avenue  
Columbus, OH 43231-4021
- When completing the application, put N/A in each section where a statement is not applicable.
- List all paid and non-paid work experiences on the application.
- The portfolio may be up to 20 pages that are displayed back and front in 10 plastic sheet protectors. Only paper documentation that is pertinent to this position and fits in an 8 ½" x 11" sheet protector may be used.
- No electronic portfolios will be accepted.
- 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.**
- One 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.
- An additional copy of the résumé, cover letter and Individual Entry form must be presented at the time of the interview at the NLC at both 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 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 administrator/proctor before judging takes place.**

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

## Advanced Interview Skills (520)

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Technical Scoring Rubric

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>Cover Letter (Does not need to follow the Style and Reference Manual, but should be business letter format)</b>					
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	
<b>Resume</b>					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
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	
<b>Application Form</b>					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
<b>TOTAL TECHNICAL POINTS (220 points maximum)</b>					

**Advanced Interview Skills (520)**

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Interview Scoring Rubric**

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>	<b>Points Awarded</b>
<b>Applicant's Greeting:</b> Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
<b>Applicant's Appearance:</b> Neat, well groomed and appropriately attired	1-5	6-10	11-15	16-20	
<b>Personality and Poise:</b> Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
<b>Communication Skills:</b> Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
<b>Responses:</b> 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	
<b>Skills: Showed evidence of the following</b> Required job skills Good work habits Problem-solving abilities	1-5	6-10	11-15	16-20	
<b>Portfolio:</b> No more than 20 pages in 10 plastic sheet protectors in ½" 3-ring binder Information included relates to position Presentation demonstrates job competence Effective use of portfolio	1-5	6-10	11-15	16-20	
<b>Close of Interview:</b> Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
<b>TOTAL INTERVIEW POINTS (260 points maximum)</b>					

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Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Specification Scoring Rubric

<b>SPECIFICATION POINTS:</b> All points or none are awarded by the proctor per contestant, not per judge.		<b>Points Awarded</b>
Resume, Cover letter and Individual Entry Form made available at check-in	10	
Did not use any materials other than those specified for the event	10	
<b>TOTAL SPECIFICATION POINTS (20 points maximum)</b>		

**TOTAL MAXIMUM POINTS = 500**