
EMPLOYMENT INTERVIEW ADVANCED LEVEL

Standards and Procedures

Purpose:

To test DECA members' ability to use accepted employment interview practices and principles.

Specifications:

1. Each participant may compete in only one of the following two employment interview events:
 - Entry Level
 - Advanced Level
2. Each participant must apply for a specific position. Participants must be qualified for the position. Students' application and materials must be based on their **current qualifications** for both levels.
3. Each participant will be allowed a maximum of ten (10) minutes in which to complete the actual employment interview. Included in these guidelines is the list of possible interview questions.
4. Each participant in the Entry Level and the Advanced Event will complete an employment application form included in these guidelines (Download application form) prior to the competition. Application form must be completed.

ADVANCED LEVEL GUIDELINES

Each participant in the Advanced Level Event must complete the included one-page "Job Description" of the position for which they are applying. The "Job Description" must be typed or word-processed. The "Job Description" will be used by the judges during the employment interview and must be prepared by the participant prior to the competitive conference. Students who hand write the job description will receive penalty points.

Each participant in the Advanced Level Event **MUST** prepare and use a **resume**. Students may choose to use a one-page cover letter, and two letters of recommendation. **This is strictly optional there are no points for or against the applicant for providing a cover letter or letters of recommendations.** Other appropriate written or printed materials are allowed in this event.

Judging:

1. Each participant will be judged based on the criteria contained on the Rating Sheets. Judges will be briefed by the Event Administrator on the criteria. A consensus will be obtained in the definition of the criteria, and average score of three (3) will be used as the benchmark on the Interviewer's rating sheet.
2. The judges will determine the six (6) to eight (8) questions from the list of questions provided, before the event begins which will be asked of each participant. The use of other questions that arise from the participant's responses is allowed. Probing of the responses is encouraged.
3. The role of interviewer cannot be rotated among the judges of the event.
4. Interviewers should select 5-7 questions from the list of questions included in the DECA guidelines. These are the **ONLY** questions that may be used for this interview. The same questions should be asked of each applicant to allow for fairness.
5. Entry Level job/position must be selected from the help wanted list.
6. "Overall Impression" is your evaluation of applicant's employability.

E M P L O Y M E N T I N T E R V I E W

POSSIBLE INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Why would you like this particular job?
3. Why would you like to work for our company?
4. What is your major strength?
5. What is your major weakness?
6. What kind of boss would you like to work for?
7. What would your previous employers say about you?
8. You don't have much experience, how do I know you will do a good job?
9. What are your ideas on salary?
10. What do you think it takes to be successful on this job?
11. Which of your high school accomplishments are you most proud of?
12. Which classes do you like most in school?
13. What are your qualifications for this job?
14. What hours could you work and when could you start?
15. What are your future plans?
16. What do you think determines a person's progress in a company?
17. Do you prefer working with others or by yourself?
18. What have you learned from some of the jobs you have held?
19. Do you think your extracurricular activities were worth the time you devoted to them? Why?
20. If you had to define yourself in one word, what word would you choose?
21. Tell me something that happened in your life that made you feel proud of yourself?
22. Among the jobs you have held, which one did you like the most and why?
23. Among your various jobs, which did you like the least and why?
24. What was the most monotonous, dull, or boring part of any job you ever had?
25. What was the most interesting or stimulating part of any job you ever had?
26. How do you usually spend your spare time during evenings and weekends?
27. Think of the best boss you ever had and without mentioning his or her name, state how he/she supervised you.
28. Think of the worst boss you ever had and without mentioning his/her name, state how he/she supervised you.
29. Have you had any experience in supervising others? If yes, what have you found to be the best way to supervise people?
30. Do you have any questions for me?



E M P L O Y M E N T I N T E R V I E W

ADVANCED LEVEL - JOB DESCRIPTION

Type of Business or Industry: _____

Job Title: _____

Outline of Job Duties: _____

Management Responsibilities, if any: _____

Training Required or Provided: _____

Typical Weekly Work Schedule: _____

Advancement Potential: _____

Pay Range: _____



EMPLOYMENT INTERVIEW

INTERVIEWER'S RATING SHEET

Participant's

Name: _____ Position: _____

Poor ←- ---to--- →Excellent Judge's Score

Application Form:

Followed instructions on the application form	1	2	3	_____
Application form complete, no blank spaces	1	2	3	_____
Application form neat, clean, legible, in ink or word processed	1	2	3	_____
No spelling errors	1	2	3	_____
Specific information provided, such as area & zip codes, full names & complete addresses, etc.	1	2	3	_____

Personal Appearance:

Appropriate dress	1	2	3	4	5	_____
Neat, clean, well groomed	1	2	3	4	5	_____
Good Hand shake, eye contact	1	2	3	4	5	_____

Employment Interview:

Greeting, introduction	1	2	3	4	5	_____
Knowledge of job & its duties	1	2	3	4	5	_____
Explained personal qualifications	1	2	3	4	5	_____
Didn't exaggerate strengths	1	2	3	4	5	_____
Answered concisely, completely	1	2	3	4	5	_____
Did not dominate, was not passive	1	2	3	4	5	_____
Avoided slang and criticism	1	2	3	4	5	_____
Clear voice, easy to understand	1	2	3	4	5	_____
Asked for job, clarified follow-up	1	2	3	4	5	_____
Thanked interviewer	1	2	3	4	5	_____

Personal Attitude:

Courtesy, politeness, sincerity	1	2	3	4	5	_____
Enthusiasm, confidence	1	2	3	4	5	_____

Overall Impression: Employability of Applicant 2 4 6 8 10 _____

Penalty Points (*Entry Level Event only*):

Circle if disallowed printed and/or written materials used.

Minus 5 points

TOTAL POINTS (100 possible) _____

Judge's Initials: _____

Note to Judges: Please feel free to make any comments on the back.

