Job Seeking Skills

New for 2019 – 2020

Competitors are no longer required to show event guidelines. The event rubric has been updated to a new format. Scholarship information has been added to the guidelines.

Purpose   To encourage HOSA members to develop and/or refine the skills necessary to apply for and obtain employment.

Description   Competitors shall apply for any health-related position for which they are already trained or *are currently being* trained. Competitors will prepare a cover letter and resume, complete a job application and participate in a job interview with judges.

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 division in which they are registered to compete (Secondary or Postsecondary/Collegiate).

2. Competitors must be familiar with and adhere to the "General Rules and Regulations of the HOSA Competitive Events Program (GRR)."

3. Prior to attending the International Leadership Conference, the competitor should select any health-related position, or a position within a health facility, for which he/she is trained or is being trained. (A job for which he/she could actually apply; a job that he/she is currently qualified, or being trained, to hold; may be clinical, educational or administrative.)

4. The competitor prepares three (3) copies of a one page cover letter and a one page resume to bring to the conference and submit during the event orientation. The cover letter and resume must be factual and accurate. Competitors should include real work experience and education.

5. Competitors shall report to the required orientation for the event. At ILC, photo ID must be presented prior to competing. During the orientation the competitor will be given no more than (20) twenty minutes to complete a job application. A verbal announcement of one (1) minute remaining will be given. **Competitors are required to bring their own pen to complete the application.** Event proxies are NOT allowed in this event.

6. Competitors may use the print copy of the resume and cover letter they brought with them (and nothing else) when completing the job application. Upon completion of the job application, the competitor will place their job application, and all three copies of the cover letter and resume, in the large envelope provided by event staff and then turn them in to the Event Manager before leaving the orientation.

7. The completed application and three copies of the cover letter and resume will be given to the interview judge(s) by event personnel, and will be rated at the time of the interview.

8. 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 name to the judges.

9. In the Job Seeking Skills, Interviewing Skills, and Health Career Preparation events only, handshakes between judges and competitors are allowed. In this event, handshakes are allowed both at the beginning and end of the event.

10. The interview will be conducted for a maximum of five (5) minutes. The timekeeper shall present a flash card advising the competitor when there is one (1) minute remaining. The competitor will be excused and judges will be given an additional four (4) minutes to complete the rating sheet.

11. 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. Violation of the ethics rules will be severely penalized per the GRRs. There will be at least one question asked in the interview that evaluates the competitor's knowledge of the position for which they are applying.

12. Application, resume and cover letter must be submitted in English for judging.

13. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.

14. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit http://www.hosa.org/scholarships.

Required Tallo Uploads

15. The following items must be uploaded the competitor to Tallo: a .pdf of the resume and cover letter.

Uploading to Tallo

Each competitor must create a profile on Tallo, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together. Competitors will create their online profile by visiting – https://hello.tallo.com/hosa.

Uploading your materials to Tallo is a requirement for most states and for ILC. Failing to upload the required materials will result in significant point loss at competition. Check the event rating sheet for details on how points are awarded.

a) The main purpose for the partnership with Tallo is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of Tallo, CANNOT access this information without explicit member permission.

b) Every competitor must create a profile and upload a .pdf of their resume and cover letter to the **Job Seeking Skills** competitive event opportunity on Tallo. *Detailed instructions* for doing this are in "step g" below and also available at http://www.hosa.org/tallo as both a .pdf handout and web tutorial video.

c) The size limit for any files uploaded to Tallo is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: http://www.hosa.org/filesize.

d) Regional and State Process:
   1. Competitors should check with their state advisor to see if Tallo is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences. State Advisor Contact information can be found here - http://hosa.org/associations
   2. The .pdf of the resume and cover letter must be uploaded prior to the state published deadlines.
   3. States will verify the material has been uploaded prior to any regional or state conferences.
e) ILC Process:
   1. For those who advance to the ILC, the .pdf of the resume and cover letter must be uploaded to Tallo by midnight PST May 15, 2020.
   2. HOSA-Future Health Professionals will verify the material has been uploaded prior to the International Leadership Conference.
f) Changing Content:
   1. If a competitor uploads the .pdf of the resume and cover letter for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the resume and cover letter ONCE is sufficient for all three levels of competition (regional, state, ILC).
   2. **However,** competitors ARE allowed to change the content of their resume and cover letter between conferences. IF such content changes are made, competitors should replace their original upload on Tallo with the most current version.
   3. The .pdf of the resume and cover letter that is in Tallo on May 15, 2020 is considered final and may be used for judging at ILC 2020.
g) Tallo Instructions
   1. Join Tallo-
      a. Go to http://www.hosa.org/tallo.
      b. Click the "Create Your Profile" button and create your account.
      c. Add HOSA to your profile-
         i. Click the blue "Profile" tab at the top left of the screen.
         ii. Click the blue "Edit Profile" button at the top right of the screen (underneath the account dropdown menu).
         iii. Select "Associations" from the bar on the left side of the screen.
         iv. Type in "HOSA-Future Health Professionals" and select from the dropdown menu.
   2. Search for HOSA Competitive Event-
      a. Select "Opportunities" at the top of your screen when logged in.
      b. In the "Organization Name" search box type in "HOSA"; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example: HOSA-Future Health Professionals | California). Click the blue "Search" box.
      c. Select your competitive event from the list that appears to the right (Make sure that you have selected the proper state!).
   3. Submit Materials and Apply for Competitive Event-
      a. Follow the steps and provide required information for your event.
      b. Click "Apply Now" when ready to submit.
      c. You have until the state deadline (contact state advisor) or ILC deadline (May 15, 2020) to change any content and re-upload your submissions. The material in Tallo as of May 15, 2020 is considered final for ILC.
      d. To edit your submission-
         i. Click the dropdown menu on the top right of your screen in Tallo.

ii.   Click "My Opportunities" and select your event.
iii.   Follow the instructions for editing your submission.

Competitor Must Provide
- ☐ Cover letter and resume uploaded to Tallo by published deadline
- ☐ Three copies of cover letter and resume (orientation)
- ☐ Pens (with blue or black ink to fill out job application at orientation)
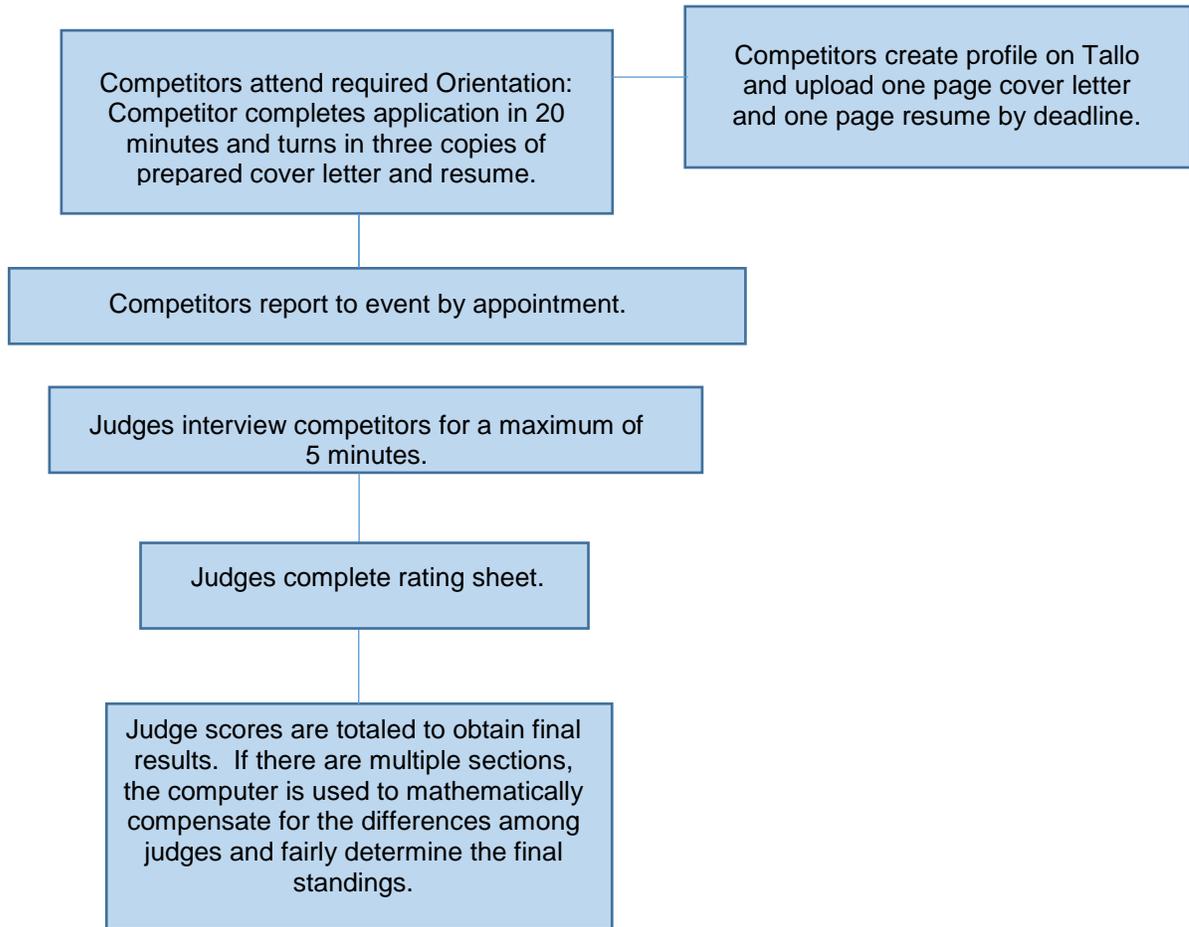- ☐ Watch with second hand (optional)
- ☐ Photo ID

FOR SPECIFICS ON EVENT MANAGEMENT SEE MANAGING COMPETITIVE EVENTS

Required Personnel
- ☐ One Event Manager
- ☐ One Judge Manager (JM) to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- ☐ One Section Leader per section
- ☐ Two to three judges, per section
- ☐ One-two event assistants per section

Facilities, Equipment and Materials (Per Section)
- ☐ Room for orientation and job application completion. (see HOSA Room Set)
- ☐ Interview room with a sufficient number of tables and chairs-one per section. (see HOSA Room Set)
- ☐ Competitor list for check-in
- ☐ Job application forms (secure item-one per competitor)
- ☐ List of interview questions for the judges (secure item)
- ☐ Large envelopes to hold job application, cover letters & resumes – 1 per competitor
- ☐ Labels with competitor information (optional - to place on envelopes holding application, cover letters, and resumes)
- ☐ Expandable file or box to collect and hold paperwork (envelopes)
- ☐ Rating sheets – one per judge per competitor
- ☐ Evaluation Forms – competitor, judge, and personnel
- ☐ #2 lead pencils (for judges & competitor evaluations)
- ☐ Flash card for 1 minute remaining
- ☐ Stopwatch
- ☐ Clipboards (optional)
- ☐ Copy of guidelines for judges
- ☐ Hand Sanitizer (alcohol based handrub)
- ☐ List of competitors who have uploaded materials to Tallo by deadline

Event Flow Chart

Competitors attend required Orientation: Competitor completes application in 20 minutes and turns in three copies of prepared cover letter and resume.

Competitors create profile on Tallo and upload one page cover letter and one page resume by deadline.

Competitors report to event by appointment.

Judges interview competitors for a maximum of 5 minutes.

Judges complete rating sheet.

Judge scores are totaled to obtain final results. If there are multiple sections, the computer is used to mathematically compensate for the differences among judges and fairly determine the final standings.

JOB SEEKING SKILLS – Judge's Rating Sheet

Section # _____ Judge's Signature _____

Competitor # _____ Division _____ SS _____ PSC

Items Evaluated						JUDGE SCORE
A. No partial points are given in Section A All FIVE items MUST be completed to receive 35 points. If any portion is missing, Section A is scored a 0. For more information on the all/none points, please visit: http://www.hosa.org/judge	**Points for following Guidelines:** ☐ Cover letter and resume are one page each ☐ Cover letter and resume are uploaded to Tallo by the published deadline ☐ Three (3) copies of cover letter & resume submitted ☐ Submitted in English ☐ No additional materials used during the interview All or nothing: **35 points** or **0 points**					
B. Cover Letter	**Excellent 5 points**	**Good 4 points**	**Average 3 points**	**Fair 2 points**	**Poor 1 point**	**JUDGE SCORE**
1. Organization	Letter includes an organized introduction, body and conclusion paragraph. There is a proper salutation at the greeting with a precise contact name. The entire cover letter amounts to no more than one page in length.	Most of the organization is appropriate, but there are a few minor tweaks that could be made to make the cover letter flow better to the viewer.	Some of the organization is correct, but there are a couple major problems that are rather distracting to the viewer.	An attempt was made to organize the cover letter, but there are still significant problems that distract the viewer from reading it from top to bottom.	The cover letter has little to no organization, which could mean inconsistent fonts, no separation of paragraphs, or improper ordering of topics.	
2. Content	The content within the main parts of the cover letter includes the necessary information about the candidate (qualifications and strengths that pertain to the job, how they found the job, and how they will impact the company in the future). It makes for a great introduction to the resume.	A few minor pieces of content are missing that are crucial to make the cover letter top-notch.	A lot of the information is present, but a few major, relevant pieces are missing.	There are significant parts of the cover letter that are missing or are inserted improperly.	There is little to no content present in the cover letter. No effort was put forth in order to include the necessary information. It is missing all or almost all of the needed information about how they qualify for the job and their strengths pertaining to it, how they found the job, why they will be a good fit with the company.	
3. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout the entire cover letter.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the cover letter.	There are 5-6 spelling or grammatical errors present in the cover letter.	There are 7 or more spelling or grammatical errors in the cover letter.	

C. **Resume**	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Content/ organization The resume requirements include: • Personal information in the heading • Clearly stated career objective • Education • Work Experience • Activities and awards	The candidate includes all five of the required components of the resume and organizes the document in a legible and professional manner. The resume flows smoothly, and action verbs are used to describe the candidate's strengths.	The candidate includes four of the five required content areas of the resume. The resume flows smoothly but lacks description of experience that allows the interviewer to gain a clear picture of the employment and educational history.	The candidate includes three of the five required content areas of the resume. Some action verbs were used to describe the candidate's strengths. Fair level of organization throughout the resume.	The required components may be included, but do not provide a clear description of the candidate's work or employment history. Little detail is provided.	The resume does not flow or have experience documented that would relate the candidate to the position	

Resume	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
2. **Neatness, spelling, grammar**	There are no spelling or grammar errors throughout the entire resume.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the resume.	There are 5-6 spelling or grammatical errors present in the resume.	There are 7 or more spelling or grammatical errors in the resume.	

D. **Job Application**	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
1. Neatness, spelling, grammar. and completeness	The job application is filled out neatly and free of spelling or grammatical errors. Judge has a strong sense of how qualified this candidate is from the thorough and complete application.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer. Judge has a solid idea of how qualified the candidate is from the application.	The candidate put some effort into using correct grammar, but 3-4 mistakes were made. The candidate did not proofread to ensure correctness. Judge thinks they may understand the qualifications of the candidate from the application.	There are 5-6 misspellings or grammatical errors present in the job application. The handwriting on the application is hard to read. Judge isn't entirely sure how qualified the candidate is due to important information missing on the application.	There are 7 or more grammatical or spelling errors in the job application. The candidate may have used text language or ignored the rules of capitalization and punctuation. Judge has no idea how qualified the candidate is because too much of the application is blank or irrelevant.	

	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
2. Reflects job competitor is qualified to hold	Candidate included work and school experiences that were relevant to the job they were seeking. Student was creative with experiences to make application stand out among the rest.	Candidate included personal achievements and interests, but experiences did not stand out from other competitors.	Candidate included some work or school experience but did not try to relate it to the job they were applying for.	Candidate listed minimal school or work experience but seemed incomplete.	Candidate did not attempt to include any relevant work or school experience.	

E. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
1. Introduction/first impression	Greeting is excellent, shook hands and engaged professionally with the interview upon arrival. Great first impression!	Greeting is good, handshake was appropriate but didn't stand out amongst competition.	Greeting is appropriate, but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Average greeting did not shake hands with interviewer, conversation is not engaging or there was no conversation.	Poor first impression. Candidate did not shake hands or try to engage with the interviewers.	
2. Content of answers Interviewers are looking for answers to the following criteria: • Candidate shows willingness to volunteer information • Responds appropriately to every question. • Relates strengths and skills for the job. • Sounds professional in choice of vocabulary and description of personal strengths. • Knowledgeable about the position and includes key roles and responsibilities as part of the answers.	The candidate showcased each of the five criteria in their answers with ease and conviction. The responses left the interviewers wanting to know more about the experiences, strengths and skillsets of the candidate.	Most questions were answered honestly and thoughtfully using professional language and tone. The candidate covers 4 of the 5 interview answer criteria.	The candidate covers 3 of the 5 interview answer criteria but does not provide a clear picture of their work experience or strengths. .	Some questions were answered thoughtfully using professional language. The interview was underwhelming. Covers 2 or fewer of the 5 interview criteria. .	Most questions were answered inappropriately, didn't elaborate on answers Covers 2 or fewer of the 5 interview criteria. .	
3. Confidence, maturity, enthusiasm	Candidate exhibited confidence throughout their interview. Genuine excitement for the pending position and conducted themselves with maturity. They would make a great employee!	The candidate was confident but not convincing. They were excited for the pending position but need a little more polish to be offered the position.	The candidate exhibited some level of confidence in his/her interviewing ability but seemed a little nervous.	The candidate appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.	The candidate's nerves got the best of them. They were not able to showcase their best work in the interview. Keep trying!	
4. Knowledge of Position Applied For	Candidate was knowledgeable about the position and related skills to the job, prepared and practiced interview questions and was prepared with company research. They answered all questions put forth by interviewer by showing confidence and understanding.	The candidate was mostly knowledgeable of the skills related to the job. They had researched the company and were able to answer most questions.	Student somewhat prepared with company research. Answered some of the questions from the interviewer. Some confidence	Student wasn't aware of the position they were hiring for. They were unable to answer questions asked by the interviewer.	Student lacks preparedness of company research. Lacks confidence in speaking with the interviewer.	

Interview	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
5. Closing	Candidate asked 2-3 questions that were relevant to the position, maintained composure throughout the interview, thanked the judges and shook hands as they departed.	Candidate asked 1-2 relevant questions about the position. They remained professional throughout the interview.	Candidate asked a question about the position that may or may not have been relevant to the position or that was already addressed in the interview.	The candidate did not ask a question, or the question asked was not relevant to the position. They did not shake hands or thank the interviewer.	Interview candidate did not ask any questions, did not maintain composure throughout the interview and forgot to thank the judges at the end of the interview.	
F. General Characteristics	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points	Poor 1 point	JUDGE SCORE
1. *Diction and **articulation	The candidate speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.	The candidate enunciates most words clearly and is easily understood.	The candidate speaks clearly, minimal instances when they mumble or do not enunciate their words.	The candidate mumbles some of the time and speaks at a low volume. The interviewer must ask the candidate to repeat themselves.	Candidate mumbles, speaks softly, and is hard to hear. Interviewer is unable to hear or understand all or part of the responses to the interview questions.	
	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 2 points	JUDGE SCORE
2. Eye contact, poise and posture	The candidate displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview.	The candidate makes eye contact most of the time, sits up straight and conducts themselves with confidence.	The candidate displays some eye contact but looks down or to the side of the interviewers.	The candidate makes limited eye contact and does not display good posture.	The candidate does not make eye contact with the judges. They slouch during the interview.	
					Total Points (140):	

*Diction – choice of words especially about correctness, clearness, or effectiveness
**Articulation - the act of giving utterance or expression