COMPETITOR INFORMATION

Purpose	The purpose of the Job Interview event is to provide LPSCS students an opportunity to demonstrate their ability to acquire a job from start to finish.
Description	Competitors will complete the provided application at the end of this document for the supplied job posting, create a one (1) page resume, participate in a five (5) minute interview, and complete a ten (10) minute written multiple choice skills test.
Dress Code	Competitors shall be dressed in official Business Professional attire. *(See Policies for more information)*
Maximum Teams	3
Competitors Per Team	1

Event Rules

- Competitors in this event must be active members of the Texas Public Service Association and in good standing with the Texas Public Service Association.
- Competitors must be familiar with and adhere to the Texas Public Service Association Bylaws and Code of Conduct.
- Plagiarism, copyright violation and falsification of information are prohibited. Any attempt to gain an unfair advantage will not be tolerated. Violation of the code of conduct or bylaws will result in disqualification and revocation of Texas Public Service Association membership.
- The interview is a secret topic. Professional ethics demand that competitors DO NOT discuss or reveal the interview until after the event has concluded. Violation of the ethics rules will result in disqualification and revocation of Texas Public Service Association membership.
- Competitors will assume that they meet the minimum requirements for the job posting. This information is the only information that is allowed to be fictional on your resume and application.
- Resumes must be brought to regional/state conference.
- Applications must be brought to regional/state conference.
- The top three (3) competitors with a score above **150pts** from each region will advance to state. Three (3) competitors per region is not a requirement, there may be less than three (3) competitors.

Event Procedures

1. Before regional conference, competitors will create a typed one (1) page factual resume along with a typed completed application. Competitors will turn in their resume and application to the event moderator. Nothing handwritten will be scored.

2. Competitor(s)/Team(s) will interview for the job posting at their respective Regional and State conference.
3. Competitor(s)/Team(s) will report to their respective event when called for or at a set reporting time.
4. Competitor(s)/Team(s) must check in with event management upon arrival and present photo identification for verification.
5. Competitor(s)/Team(s) will be directed (by room moderator) into the interview room.
6. Instructions will be given (by room moderator) to the Competitor(s)/Team(s).
7. The room moderator will set a timer for five (5) minutes.
8. When the moderator starts the timer and calls "start", the interview will begin.
9. The moderator will call "time" when the five (5) minute timer sounds.
10. Immediately following the interview Competitor(s)/Team(s) will be directed by event assistants into the Testing room to complete a ten (10) minute test consisting of fifteen (15) questions.
11. The testing room will have two (2) competitors in the room at a time offset by five (5) minutes. Two (2) timers will be used, one (1) for each competitor.
12. The testing proctor will set a timer for ten (10) minutes for that competitor.
13. When the proctor starts the timer and calls "start", the Competitor(s)/Team(s) may begin testing.
14. The proctor will call "time" when the ten (10) minute timer sounds.
15. The competitor will leave the testing room.

Competitor Supplies

□ Photo Identification *(See Policies for more information)*
□ Manilla Folder (Name and School written on folder)
□ Printed One Page Factual Resume
□ Printed Application

EVENT MANAGEMENT INFORMATION

Information This event consists of two (2) stages, and interview and testing. The interview stage will take five (5) minutes and the testing stage will take ten (10) minutes. Competitors will be scheduled every five (5) minutes for interviews and then directly go into testing. Two (2) competitors will be testing at any one time because of the time overlap. There will be one room moderator and judge in the interview room. In the testing room there will be one room moderator and one testing proctor. The testing proctor will manage the time keeping and competitors while the room moderator grades each test after each competitor finishes (Competitors do not stay and wait for score).

Event Personnel
- **Event Manager:** Manages the competitors, makes sure the event is running on time, i.e. runs the event outside the "room".
- **2x Room Moderator(s):** Provides quality assurance for the event by ensuring that the guidelines are followed, all event documents are complete, and is the timekeeper if applicable. The room moderator operates inside the event room during the competition.
- **1x Proctor(s) for Testing:** Proctors will ensure competitors abide by the guidelines during the event.
- **1x Judge(s):** Judges the competition, must be a qualified hiring manager.
- **1x Event assistant(s):** per stage if a multi-stage event.

Event Facilities INTERVIEW
- Classroom or flex area large enough to accommodate competitors, judges, room moderator and tables.

TESTING
- Classroom or flex area large enough to accommodate competitors, judges, room moderator and tables.

Event Equipment INTERVIEW
- 3 Chairs
- 1 Table

TESTING
- 4 Chairs
- 3 Tables (Tester, Tester, Moderator)

Event Materials TESTING
- Copies of tests provided by TPSA board.

SCORING INFORMATION

CRITERIA	LOWEST POINTS	HIGHEST POINTS
APPLICATION		
Grammar		
Correct Capitalization	0	3
Correct Spelling	0	3
Completion		
Minus one (1) point for each incomplete field.	0	20
RESUME		
Appearance/Style		
Fills page, not crowded.	0	3
Consistent in font style and layout.	0	3
Structure has clear purpose.	0	3
Category Selection		
Choice of subject headers is excellent.	0	3
Most important items are listed on the top half.	0	3
Categories selected include enough information within each to substantiate the need for the heading.	0	3
Experience		
Appropriate experience listed with organization name, title, dates, and location.	0	3
Sentence fragments are concise, direct, and accomplishment oriented; strong verbs and appropriate verb tense is used.	0	3
Results are quantified	0	3
Listed in reverse chronological order	0	3
Experience meets the minimum requirements for the Job Posting	NO (DQ)	YES (5)

Education		
Degree and major are listed with graduation month and year, name and location of school. (deduct 1 point per missing item of information)	0	5
Honors and Scholarships are included here or in their own section if more appropriate.	0	3
Typos/Spelling Errors		
Minus one (1) point per capitalization, spelling, or grammar error.	0	10
Additional Sections: Ex. Skills/Activities		
Included additional section with relevant, well organized, and easy to understand information.	0	3
If appropriate, leadership roles and related activities are indicated.	0	3
INTERVIEW		
Appointment		
Punctual	DQ	YES (2)
Greeting		
Handshake	0	3
Eye contact	0	2
Confident and Poised	0	2
Appearance		
Professional Shirt	NO (0)	YES (2)
Professional Pants/Skirt	NO (0)	YES (2)
Professional Shoes	NO (0)	YES (2)
Clean Face	NO (0)	YES (1)
Clean Hands	NO (0)	YES (1)
Clean Fingernails	NO (0)	YES (1)
Skill Presentation		

TPSA

Provided clear and concise answer for each question	0	4
Competitor "sells" their skills	0	4
The competitor appears knowledgeable about the position they are applying for	0	3
The competitor references items on their resume	0	4
The competitor comes across as a "can-do" team player	0	4
Delivery and Language		
The competitor uses proper language and enunciates their responses	0	4
The competitor is professional, and mature throughout the interview	0	4
The competitor answers questions with appropriate wait time	0	4
The competitor avoids distracting mannerisms and phrases? ("ums", tapping, hair twirling, etc.)	0	4
EVALUATION (TEST)		
Points (100 points total)		
Percentage Grade _____%	DQ Below 70%	Over 70%

All points are assumed to be scaled low to high, with high being the best unless specified by Yes/No or other scoring procedure.

APPENDIX A
Sample Test Questions

Alphabetizing

Select the correct place for the name, **Robinson, Jan,** if the list is in alpha order.

a. **>**

Robins, J.

b. **>**

Robinson, James

c. **>**

Robinson, Jane

d. **>**

Robinson, Janice

e. **>**

Filling
Indicate which filing cabinet drawer from that set would be used by selecting the appropriate letter. Remember to follow the rules for alphabetizing; rules vary depending on the material to be filed. The drawers shown for each set are in alphabetical order. Do not try to memorize these drawer designations since different ones may be used for each question set on the test.

Indicate which filing cabinet drawer would be used for, **Fredrickson, Dunbar & Crane; Attorneys at Law**

a. Aa -- Ch

b. Ci -- Dh

c. Di -- Fl

d. **Fm -- Ht**

e. Hu -- Jm

Test questions may also include spelling, basic arithmetic, and comparing text and numbers.

TPSA

APPENDIX B
Job Posting

See next two (2) pages or download from supplemental documents on event page.

APPENDIX C
Employment Application

See next two (2) pages or download from supplemental documents on event page.

The application must be downloaded and filled out in **Adobe Reader** in order to save.
Do not fill out the application in an internet browser because of no save risk.