



EMPLOYMENT INTERVIEW

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 (See "Application Form") prior to the competition. Application form must be completed. **NO** other written or printed materials are allowed in this event.

ENTRY LEVEL GUIDELINES

Each participant in the Entry Level Event must apply for one of the part-time jobs listed on the "Help Wanted" page included in the materials for this event. (See "Help Wanted" section, pg. 9)

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. (See "Job Description") 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.

Help Wanted Classified Ads/Part Time

Waiter/Waitress needed to provide customer service at Applebee's restaurant. Must be able to work 20 to 25 hours a week. Past experience helpful but not necessary. Call Mon-Thur between 2-4 p.m., 320-445-2839.

Salesperson needed at Men's Warehouse. Must have initiative, an eye for fashion and be people orientated. No experience necessary, we will train. Call Connie between 9-4, 952-446-9024.

Service Station Attendant needed at Joe's Amoco. Mechanical knowledge helpful but not required. If you work well with other people and don't mind getting your hands dirty, apply immediately. Hours flexible. Call Joe at 763-828-7654.

Toys "R" Us needs a reliable **P/T Receiving Clerk**. Job duties will include matching invoices to orders, pricing, stocking and some maintenance. Hours are flexible M-F. Fill out an application form at any of our store locations.

Taco King's restaurant needs reliable high school students to train as **Customer Service Representative**. No experience necessary. A pleasant personality and a willingness to learn are a must. Drop by and talk to the manager on duty.

Sam's Club Warehouse is seeking an ambitious **Cashier/Stockperson**. Must be willing to work weekends and some holidays. Must be able to lift 40 pounds. Join our staff by calling 507-353-6756 immediately.

Wanted: **Customer Service Associate** for UPS (United Parcel Service). Requires good people skills, ability to communicate and work well under pressure. Cash register skills useful but not necessary. Some light lifting. Hours: 3-6 M-F, Sat 8-noon. If interested call 218-935-9999.

Sports Authority has an opening for **P/T Sales Team Members**. Looking for enthusiastic people with some knowledge of golf, tennis and team sports. Stop in to any location to apply.

Front Desk Attendant needed at Country Inn & Suites. We are looking for a part time employee who can work alone, with little direction. Must be organized, accurate and dependable. Call Cindy anytime before 3:30 P.M., 612-546-1400.

Burger King Fast Food Restaurant is in need of two **Food Prep Specialists** for the after school rush. Will train. Applicants must be able to work well under stress and possess a spirit of teamwork. Drop by and talk to the manager on duty.

Auto-Zone is seeking an **Entry Level Technician**. This individual helps to restore damaged vehicles to their original structural integrity, function, and appearance. Assists collision repair, structural, mechanical, and/or refinish technicians while learning about vehicle repair in order to advance. This position is usually supervised by an experienced technician. Duties may include parts disassembly, prep for painting, and vehicle re-assembly. Call 763-500-1833 and ask for Dave Peterson.

Spire Credit Union is looking for **Tellers**. Tellers are responsible for executing financial transactions while recommending and referring appropriate products and services; researching and resolving members' questions and disputes; and balancing cash drawer, etc. Call 1-800-22-SPIRE, ext. 312 and speak to Sue Evans.

The Home Depot, **Sales Associate**. Customers at The Home Depot depend on Sales Associates to provide fast, friendly service by actively seeking out customers to answer their questions and help them with their home improvement plans. Apply in-person at any location.

Bachman's, a leader in the floral, garden and landscape industry has Full and Part Time, seasonal openings at our various locations. Work Day or Evening schedules including weekend shifts as a **Garden Customer Service Representative**. Call 651-777-1234 for more information.

Minnesota Timberwolves are looking for a **Sales Representative** to take telephone orders. Good writing skills and clear voice necessary. Hours are 4-8 M-F. Call Mr. Peterson at 612-444-2138.

Help Wanted/Internships

Midwest Coca-Cola Bottling is very interested in hiring a **HS Student Intern**. The internship will include a variety of junior management level experiences in our sales, advertising, promotions, and customer service departments, including phone correspondence with current and potential clients. Work hours are flexible Mon.-Fri. Confidentiality is a must. Call for an appointment at 651-543-2192.

Land O'Lakes is seeking **HS students** to participate in a series of 60-hour **Internships**. These internships will introduce the students to the areas of product design, packaging, promotion and sales, and the rollout of new products. Interested students should call Land O'Lakes, Inc. before the end of the month at 651-564-4987.

General Mills **Office Assistant Internship**. This individual will greet visitors, handle incoming calls, process mail, order office supplies and provide administrative support including creating/editing Microsoft Word / PowerPoint / Excel documents, filing, stuffing envelopes. The successful candidate will also be detail-oriented, work well under pressure to produce results, be organized, reliable, and present a professional demeanor in phone and direct contact. Personality, punctuality and dependability are essential. Call for an appointment 612-266-4177.

The American Cancer Society is looking for a **Customer Engagement Marketing Intern**. This individual will communicate and manage campaign timelines with external vendors and Campaign Managers. Create and maintain the campaign schedules including traditional and e-marketing deliverables; guiding development with campaign managers and coordinating marketing activities for all programs. This person should have the ability to write and edit direct marketing support materials, strong project management skills, and good written and verbal communication skills. Contact Benjamin Smith at 320-963-7911 to set up an interview.



EMPLOYMENT INTERVIEW

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: _____



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

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	4	5	_____
Application form complete, no blank spaces	1	2	3	4	5	_____
Application form neat, clean, legible, in ink or word processed	1	2	3	4	5	_____
No spelling errors	1	2	3	4	5	_____
Specific information provided, such as area & zip codes, full names & complete addresses, etc.	1	2	3	4	5	_____

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.



-Application blank in separate file -

