

# LTSA

## JUDGES INSTRUCTION SHEET

### JOB INTERVIEW

Contestant in this event must be SENIORS. At conference registration, each contestant must present a folder containing 1) a letter of application, 2) a completed job application, and 3) a resume. Photographs are NOT allowed. No other materials will be accepted. Judges will deduct 5 to 15 points from scores of candidates who do not adhere to these guidelines.

The judges will meet in closed session to review the contestant's folder prior to the interview process. Judges will then interview EACH candidate in a closed meeting for 5 minutes. Interview questions to the students will relate to the activities listed on the resume of the job. Judges must ask similar question to all candidates during the interviewing process. General question that may be asked include:

1. Why did you apply for this job?
2. What qualifications do you have that make this job the one for you?
3. Ten years from now, what would you hope the have accomplished with your life?
4. How has your job helped you prepare for the future?
5. What outside activities or hobbies do you have?
6. What salary range do you expect?
7. What employee fringe benefits would you want this company to offer you?
8. If you are employed in this job, what plans do you have to continue to further your education?
9. What do you regard to be some of your shortcomings?
10. How would you describe your academic achievements?
11. Why did you feel that you would be successful for this job?
12. How did your participation in LTSA prepare you for your future career?

Judges must complete a score sheet IMMEDIATELY after each interview.

Judges will return the letter of application, job application and resume to the candidate at the conclusion of the interview. Score sheets will be returned in the folders provided to the LTSA headquarters.

# **JOB INTERVIEW CONTEST RULES**

1. Each local chapter may enter a maximum of five contestants.
2. Contestants MUST BE SENIORS.
3. Advisors are to ensure that the following materials are enclosed in ONE letter-size manila folder for EACH student. The contestant's folders are to be submitted at conference registration.
  - A. Two copies of a one-page letter of application for employment.
  - B. Two copies of the resume, not to exceed two pages in length.
  - C. Two copies of the job application form.

**Note:** Contestants are to address all correspondence to:

John Smith, Personal Director  
LTSA Inc.  
5197 Highway 115  
Bunkie, LA 71322

4. The following information is for the student's usage in the interview process.

LTSA Inc. benefits include paid holidays and vacation, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. LTSA is an equal opportunity employer.

# **JOB INTERVIEW EVALUATION**

Points may range between zero and the maximum number indicated.

## **LETTER OF APPLICATION AND RESUME**

Clear and concise presentation of facts  
With logical arrangement ..... 5 ..... 5

Correct grammar, punctuation  
Spelling and acceptable business style ..... 5 ..... 5

Evidence of skills for business ..... 5 ..... 5

**SUB TOTAL** ..... 30

## **JOB APPLICATION FORM**

Clear and concise presentation of facts ..... 5

Neatness and legibility ..... 5

**SUB TOTAL** ..... 10

## **INTERVIEW**

Personal appearance (grooming and appropriate attire) .. 5

Proper greeting, introduction, and closing ..... 5

Poise and maturity ..... 5

Self-confidence, initiative, and assertiveness ..... 5

Communication skills ..... 10

Presentation of facts in an orderly manner ..... 10

Career knowledge and career plans ..... 10

Qualifications for job ..... 10 ..... 60

**INTERVIEW SCORE** ..... 100

**TOTAL POINTS DEDUCTED FOR NOT ADHERING TO GUIDELINES** .....

**FINAL SCORE** .....

Name \_\_\_\_\_ School \_\_\_\_\_