



MINNESOTA  
**DECA**

# EMPLOYMENT INTERVIEW

## EMPLOYMENT INTERVIEW - ENTRY LEVEL **EIE**

Minnesota DECA's **Employment Interview - Entry Level Event** enables students ability to use accepted employment interview practices and principles. This event does not qualify students for international competition.

Participants in the Employment Interview - Entry Level Event will:

- be in the 9<sup>th</sup> or 10<sup>th</sup> grade
- apply for specific position listed below.
- be allowed a maximum of ten (10) minutes in which to complete the employment interview
- complete an employment application form included in these guidelines (See "Application Form) prior to the competition. **No other written or printed materials are allowed in this event.**

## INTERVIEW JUDGING

- 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.
- 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.
- The same questions should be asked of each applicant to allow for fairness. Judges may add an additional question of their choosing (not on the list) to assess how the candidate can think on his/her feet.
- The role of interviewer cannot be rotated among the judges of the event.
- Do not tell the participant the results of their interview at any time prior to the recognition session.
- "Overall Impression" is your evaluation of applicant's employability.

## 2023-2024 JOB DESCRIPTION - FRONT DESK ATTENDANT

Front Desk Attendant is needed at The Lodge at Bluff Pointe. Duties include answering calls, welcoming guests, data entry and maintaining the reception area. We are looking for a part time employee who can work alone, with little direction. Must be organized, accurate, dependable, and have good multi-tasking and customer service skills. Call Cindy Smith any time before 3:30 P.M., 612-546-1400.

## KNOWLEDGE AND SKILLS DEVELOPED

Participants will demonstrate knowledge and skills needed to address the components of the project as described in the content outline and evaluation forms. Participants will also develop many 21st Century Skills, in the following categories, desired by today's employers:

- Communication and Collaboration
- Creativity and Innovation
- Critical Thinking and Problem Solving
- Flexibility and Adaptability
- Information Literacy
- Initiative and Self-direction
- Leadership and Responsibility
- Media Literacy
- Productivity and Accountability
- Social and Cross-cultural Skills

Many Common Core Standards for Mathematics and English Language Arts & Literacy are supported by participation in DECA's competitive events.

Crosswalks that show which 21st Century Skills are developed and which common core standards are supported by participating in each competitive event are available at [www.deca.org](http://www.deca.org).

## POSSIBLE INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What do you know about this particular job?
3. What are your qualifications for this job?
4. What is your major strength?
5. What is your major weakness?
6. Tell me about a time when you worked closely with someone whose personality was very different from yours.
7. Think of a time when you faced a conflict working on a team and describe how you handled it.
8. Tell me about a time when you wish you handled a situation differently with a colleague.
9. Describe a time when your team was undergoing some change and explain how that impacted you and how you adapted.
10. Describe a time when you had to think on your feet in order to delicately extract yourself from a difficult situation.
11. Explain how you handle managing numerous responsibilities.
12. Tell me about your proudest accomplishment.
13. Describe a time when you saw a problem and took the initiative to correct it rather than waiting for someone else to do it.
14. Give me an example of a time when you were able to be creative with your work and describe what was exciting or difficult about it.
15. Tell me about a time when you were under a lot of pressure and explain how you got through it.
16. Tell me about a time when you set a goal for yourself and explain how you ensured you met your objective.
17. Describe a long-term project you managed and explain how you kept everything moving along in a timely manner.
18. Explain a situation when you were able to successfully persuade someone to see things your way.
19. Reflect on a time when you were dissatisfied with your work and explain what could have been done to make it better.
20. Have you had any experience supervising others? If yes, what have you found to be the best way to supervise people?
21. What do you think determines a person's progress in a company?
22. What have you learned from some of the jobs or leadership positions you have held?
23. What are your ideas on salary?
24. What are your future plans?
25. Do you have any questions for me?



1 PARTICIPANT



PRESENTATION  
TIME



# EMPLOYMENT INTERVIEW - ENTRY LEVEL

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## PRESENTATION EVALUATION FORM

APPLICATION FORM	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Followed instructions on the application form		1	2	3	
2. Application form complete, no blank spaces		1	2	3	
3. Application form neat, clean, legible, in ink or word processed		1	2	3	
4. No spelling errors		1	2	3	
5. Specific information provided, such as area & zip codes, full name, complete addresses, etc.		1	2	3	

PERSONAL APPEARANCE	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Neat, well groomed & appropriate attire	1-2	3	4	5	
2. Appropriate approach and eye contact	1-2	3	4	5	

EMPLOYMENT INTERVIEW	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Greeting introduction	1-2	3	4	5	
2. Knowledge of job & its duties	1-2	3	4	5	
3. Explained personal qualifications	1-2	3	4	5	
4. Did not exaggerate strengths	1-2	3	4	5	
5. Did not dominate, was not passive	1-2	3	4	5	
6. Answer concisely, completely	1-2	3	4	5	
7. Provided specific examples	1-2	3	4	5	
8. Avoided slang and criticism	1-2	3	4	5	
9. Clear voice, easy to understand	1-2	3	4	5	
10. Asked for job, clarified follow-up	1-2	3	4	5	
11. Thanked interviewer	1-2	3	4	5	

PERSONAL ATTITUDE	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Courtesy, politeness, sincerity	1-2	3	4	5	
2. Enthusiasm, confidence	1-2	3	4	5	

OVERALL IMPRESSION	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Employability of Applicant	1-2-3	4-5-6	7-8	9-10	

PENALTY POINTS	LITTLE/ NO VALUE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	JUDGED SCORE
1. Circle if disallowed printed and/or written materials used.					Minus 5 points

**PRESENTATION TOTAL POINTS (100)**