

SkillsUSA Tennessee PS

Virtual Interview Contest

Cosmetology

SkillsUSA is focused on preparing students for career success. With the changes in our world, it is now more important than ever that you know not only how to interview for your future career, but how to do it in a virtual format.

Starting in summer 2020, SkillsUSA Tennessee Postsecondary is hosting statewide Virtual Interview Contests in all industry sectors!

Virtual Interview Contest Process:

Step #1: All chapters will receive “*How to Prepare for Virtual Interviews*” training packet created by the SkillsUSA Tennessee PS State Director

Step #2: Students practice virtual interviewing skills with their instructor. Create a professional resume geared towards the job description included. Participate in a virtual in-class competition to determine top 3 overall students in their program area.

Step #3 The top 3 students from each program submit their recorded virtual skills demonstration interviews and their professional resumes to the state director to be judged by industry professionals.

**Scenarios and detailed instructions are included in this packet*

Step #4 The Top 10 finalists from each sector will be notified of their scheduled time to interview in using *Microsoft Teams* with a panel of industry professionals from their sector. Interviews will be recorded, and once all are scored the overall winners will be awarded Gold, Silver, and Bronze medals.

Job Description: **Cosmetologist**

Company Overview:

SkillsUSA Salons provide haircuts to men, women and kids and have locations across the country. Join our talented team of stylists today!

Job Summary and Responsibilities:

Hairdressers offer beauty services such as cutting, coloring, bleaching, permanent waving and styling clients' hair. They ask their clients about their hairstyle preferences in order to provide customized services. Hairdressers use clippers, scissors and razors. They provide hair and scalp treatments and shampoo, condition and rinse hair.

Required Competencies:

Occupational Competencies

- **Hair coloring:** Familiarity with the theory and practice of coloring a hairstyle and various process steps and types such as bleaching, highlights, and balayage.
- **Hair:** Knowledge of human hair, its composition and interaction with various chemicals, environment factors and health issues.
- **Hair products:** Experience with the qualities and applications of various styling products used on different types of hair, such as curling creams, hairspray, shampoos, and conditioners.

Foundational Competencies

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking:** Talking to others to convey information effectively.
- **Service Orientation:** Actively looking for ways to help people.
- **Critical Thinking:** Using logic and reasoning to identify the strengths and

weaknesses of alternative solutions, conclusions or approaches to problems.

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Preferred Competencies:

Foundational Competencies

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Job Activities:

- Keep work stations clean and sanitize tools, such as scissors and combs.
- Bleach, dye, or tint hair, using applicator or brush.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type, and facial features, using clippers, scissors, trimmers and razors.
- Schedule client appointments.
- Update and maintain customer information records, such as beauty services provided.
- Demonstrate and sell hair care products and cosmetics.
- Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles.
- Shampoo, rinse, condition, and dry hair and scalp or hairpieces with water, liquid soap, or other solutions.



Pre-Recorded Skills Demonstration Scenario

Consultation/ Hair Cut/Style

For this portion of the virtual interview contest, you are to record yourself responding to the following scenario. You may choose to use props, but they are not required. You will be scored on your ability to communicate the process clearly, and to demonstrate your knowledge of the technical skill.

Scenario: Meet Claire, she has arrived at your salon today and has asked you to transform her long straight into a new, trendy pixie cut. She tells you up front that she has very fine hair, but that she really wants a new look.

1. Verbally walk through your conversation with Claire as you provide your initial consultation to determine what you need to know prior to completing the haircut.
2. Next, describe or demonstrate the steps *in order* that you would take to transform Claire's hair into this new pixie cut style.
3. Close with follow up directions and scheduling your next appointment with Claire.



*Once you have completed your recording, upload your file to _____.
You will receive a confirmation email that it has been uploaded successfully.*

Virtual Interview Process

The interview with the judges will be approximately 10 minutes. This will allow adequate time for four to six questions. All contestants will be asked identical questions. Such questions might include the following but will be determined by the judges:

- Tell me about yourself?
- Why are you interested in this position?
- What do you consider to be your biggest professional achievement?
- Where do you see yourself in five years?
- What two accomplishments have given you the most satisfaction?
- Tell me about a challenge at work and how you dealt with it?
- What do you consider to be your outstanding job-related personal characteristics or strengths?
- What qualifications and characteristics do you have that make you feel you'll succeed in your work?

Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

Standards and Competencies

1.0 — Prepare a one-page personal résumé

Design a personal layout and structure for the résumé. Edit résumé for spelling, grammar and effective design. Use included job description as basis for your resume.

- List name, address and phone number
- List educational and training information
- Include areas of study
- List any employment-related certifications or licenses
- Identify name and location of academic/training institutions
- Discuss work experience beginning with present employment
- Outline specific job responsibilities and transferable skills gained, in a bulleted format
- List organizational memberships, major accomplishments and awards earned

2.0 Complete a 10-minute virtual job interview that meets industry standards

- Professionally introduce yourself
- Display good posture, body language and appropriate dress and grooming
- Demonstrate knowledge of the position and technical skills required for the job
- Utilize virtual interviewing etiquette such as:
 - Professional, clean background
 - Professional attire
 - No distractions
 - Proper lighting
 - Quality audio and visual technology

Skills Demonstration Scenario	Possible Points	Points Earned	Notes
Professional Appearance/Grooming	5		
Virtual Setting: Backdrop, Lighting, Audio, Technical Quality, No Distractions	5		
Eye Contact/Body Language	5		
Demonstration of technical skill/knowledge	15		
Verbal communication skills/clarity	10		
Overall Impression	10		
Total	50		
Virtual Interview	Possible Points	Points Earned	Notes
Greeting and Introduction	5		
Professional Appearance/Grooming	5		
Eye Contact/Body Language	5		
Demonstration of knowledge of the position and technical skills required for the job	10		
Verbal Communication Skills/Clarity	5		
Presentation: Self-Confidence, Persuasiveness	5		
Preparation: Knowledge of Position Applied for and Personal History	5		
Overall Impression	10		
Total	50		
Resume	Possible Points	Points Earned	Notes
Personal Information: Name, address, phone & email	1		
Skills:	2		
Education: Include program of study/Major	2		
Employment: And/or volunteer work or list NA	1		
Activities, Awards and Honors: Should include SkillsUSA membership/activities	2		
References: Or references available upon request	1		
Spelling, Punctuation & Grammar	1		
Total	10		
More than One Page (-1pt)			