Virtual Interview Contest &
Virtual Meet the Employer Events

I'M READY

Joy Rich, Tennessee PS
Virtual Interview Contest

- How to Prepare for Virtual Interviews available at TNPSSkillsUSA.org or MS Teams and email
  1. Test your technology
  2. Update your login information
  3. Dress for success (Color/Professional v. Casual)
  4. Create a set/backdrop
  5. Monitor body language
  6. Rid yourself of distractions
  7. Practice answers to common interview questions
  8. Be prepared to ASK questions
  9. Making a connection
  10. Immediately follow up
Sample Lessons

Lesson #3

5. Monitor Your Body Language

That firm handshake and enthusiastic you typically greet employers with don’t translate via video. During a virtual interview, the main way to convey confidence is through your body language. Sit up straight, smile, and keep the camera at eye level to avoid looking up or down. Make sure you do not sit in a Swivel Chair—your nurses will show through as you move.

Watch this video for some great tips! https://www.youtube.com/watch?v=Pj5VHyJk6o0

It’s been shown that employers are more likely to remember what you said if you maintain eye contact, so try focused, not on the screen image of the employer, but on the camera itself! Another trick to maintaining eye contact is writing your talking points so you’ll never need to look at the laptop.

For more tips watch this video! https://www.youtube.com/watch?v=VQa2B2h17Mk

Pro Tip: Place a Post-it note directly above the camera lens with a 🗻 to remind you to look at the lens and to SMILE!

6. Rid Yourself of Distractions

Virtual interviews come with their own slew of distractions. Turn off the TV, silence your cell phone, and close the window to muffle any building horns or blaring stress. Plan for someone to watch your children and your pet! While you can’t plan for every distraction—the more prepared you can be, the better.

For more tips watch this video! https://www.youtube.com/watch?v=7Swy7Be4eA4

Lesson #4

7. Practice Answers to Common Interview Questions

• You want to appear focused and ready to answer any questions without the help of the internet. Research the company ahead of time and jot down notes for easy reference.

• Get a copy of your resume, so that you don’t forget key talking points. Be prepared to “Walk the interviewer through your resume!” watch this video for tips on how to do that! https://www.youtube.com/watch?v=TN6THbQknM

Pro Tip: Check out the Resume Writing 101 lesson to learn more about the “Balanced Resume” that is currently the most popular style by HR recruiters!

There’s no way to know exactly what a hiring manager will ask, but there are questions that you can prepare for, such as:

• Why Are You Leaving Your Job? This is the time to criticize your current employer. Focus instead on where you want to take your career and the positives of the role you’re interviewing for—particularly the skills listed in the job description that you want to acquire. Check out this “Push or Pull Technique” to answer this question! https://www.youtube.com/watch?v=O2PZwqAf

• What Are Your Salary Requirements? ($10k on the unfilled line to jump to related web sites) Negotiating your salary requires preparation. Use sites like Glassdoor, PayScale, and Salary.com to find the average wage for the position, and then match that number against your education, experience, and location to determine a salary range you’re comfortable with. It’s always easier to negotiate down, so if asked for your desired pay, respond with the highest number. If the number isn’t feasible, but you really want the job, ask what flexibility there is in terms of benefits, such as healthcare, vacation time, retirement, or professional development opportunities.

For tips on how to answer this question watch this video https://www.youtube.com/watch?v=cdv3x3w2x

• What Are Your Weaknesses? Employers want an authentic answer here, not, “I work too hard.” The key is to share a negative, but explain how you turned it into a positive. For example, perhaps you’re not strong at delegating tasks, opting instead to tackle the work yourself. Say that, but also describe the processes you’ve put in place to make you a more effective leader and help you avoid micro-management projects.

For tips on how to answer this question watch this video https://www.youtube.com/watch?v=Ya8VzAq6kXg

• Why Should We Hire You? This question is an intimidating one but enables you to summarize your experience and emphasize the unique strengths you bring to the role and the results you’ve already proven you can deliver.
Resume Writing 101

Resume Writing Directions: Using Microsoft Word Template

1. Go to Microsoft Word
2. Click New Item, Resume Templates
3. Select Your Desired Template
4. There are 100 templates to select from. The Balanced Resume (Modern Design) Template is the newest format recommended by HR Recruiters as it highlights your skills first followed by your experiences, education, and activities.

Pre-Tip: Once you have selected your template, immediately click File, Save As, and enter your first last name and save to your computer or flash drive. Otherwise you will lose the template and your information will not save!

5. Enter your personal information in place of the template information
   - In Name Address, make sure the city is capitalized
   - Use your cell phone and home phone
   - Email address must be professional (e.g. firstInitial.lastName@gmail.com)
   - First Name, Middle Initial, and Last Name
6. Modify education dates to not represent the years you have been in college and the year you will graduate. Include your major or minor in your program of study and related course work.

Pre-Tip: Consider the personal, work, and technical skills included in the SkillsUSA Framework. Do you possess any of these skills? If so, what evidence can you provide to demonstrate that you have these skills?

7. Most students are in school to start a new career, or enter their career of choice for the first time. If this is the case, then I suggest using the Skills and Abilities format.

Pre-Tip: Consider the personal, work, and technical skills included in the SkillsUSA Framework. Do you possess any of these skills? If so, what evidence can you provide to demonstrate that you have these skills?

8. The next section is where you will highlight your EXPERIENCE. If you do not have any work experience, highlight your volunteer experience, extracurricular organizations, etc.
   - Start off each bullet regarding details of your position with an action verb such as (Operate, Assemble, Organize, Present, etc.). Use past tense for previous experience and present tense for current experience.
   - Include at least two bullets per job (Do not repeat the ExACT information for each job position)
   - Include your supervisor/manager Name (Mrs. Joan Smith) and their phone number at the business/organization (If you don’t know this information, do some investigating to find out spelling of names and correct contact person)
   - Include all club offices held, activities, competitions, community service that you have been involved with. If you have received awards, include these in this section as well.

Pre-Tip: For references, select those adults who are not related to those who are respected professionals. This can include teachers, coaches, priests, parents of friends who are professional adults. Use their current job title, place of employment, phone number, and email if you can use them on your resume so they are prepared when an employer contacts them!

*These are maximum requirements. Be sure to review your computer and read it again yourself to make sure you do not have any grammatical errors.
• Instructors share training materials and host virtual interviewing contest with their students to determine Top 3 from their program

• Top 3 from each program will submit a Virtual Interview video based on a specific scenario to demonstrate technical skills through MS Teams

• Cosmetology Example
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 have 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 chapter 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 descriptions included. Participate in a virtual mock interview 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.
*Students and submitted materials 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 faults provide licenses to careers, schools, and industries and have locations across the country. Join the thousands of students styling today!

Job Summary and Responsibilities:
Blackhawk offers luxury beauty services such as cutting, coloring, blow-drying, permanent waving and styling cliente’s hair. They also train clients about their hair care and personal care plan. As an assistant, you will provide personalized services. Blackhawk must follow, scissors and brushes. They provide hair and scalp treatments and shampoos, conditioners and hair care.

Required Competencies:

**Occupational Competencies**
- Hair cutting: familiarity with the theory and practice of cutting hair and various cutting tools and techniques such as scissor cutting, bangs cutting, and haircuts
- Hair coloring: knowledge of hair color, its composition and ingredients, various processes of hair coloring, environment factors and health issues
- Hair products: experience with the qualities and applications of various styling products and their difference types of hair, such as wetting cream, shampoo, conditioners, and other hair products

**Fundamental 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 problems solving and decision making.

**Preferred Competencies**
- Social Perceptions: 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 the performance of yourself, others individually, or organizations to make improvements or take corrective action.

**Job Activities**
- Keep work stations clean and contain tools, such as scissors and combs.
- Block, blow, or cut hair, using apparatus or hands.
- Cut, trim, and shape hair or beards, based on customer 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 products and equipment.
- Analyze personal hair and other physical features to determine and recommend beauty treatments or suggest hair styles.
- Shampoo, rinse, comb, and dry hair and scalp or hair with sprays, hair sprays, or other solutions.
Sample Contest - Cosmetology

Pre-Recorded Skills Demonstration Scenario
Consultation Hair Cut/Style

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

Scenario: Ms. 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 service.
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 questions will be asked identical questions. Each question might include the following, but will be determined by the judges:

Tell me about yourself?
Why are you interested in this profession?
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 feel that make you stand out 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 visual
Design a personal layout and structure for the visual. Edit content for spelling, grammar and effective design. Use unlabeled job description as basis for your review.
- List name, address and phone number
- List educational and training information
- Include area of study
- List any employment-related certifications or licenses
- Include areas 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, clear background
  - Professional attire
  - No distractions
  - Proper lighting
  - Quality audio and visual technology
Skillful Job Posting Generator

Write a skills-based job posting easily and quickly. Search for a job below to get started.

Search jobs... SEARCH
Job Description Generator

Chefs and Head Cooks

Job Summary and Responsibilities:
Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menus items, order supplies, and keep records and accounts.

Required Competencies:

Occupational Competencies

- Food preparation techniques: Apply food preparation techniques including the selecting, washing, cooking, boiling, simmering, preparing of dressings and assembling of ingredients.
- Proportioning: Undertake ordering of services, equipment, goods or ingredients, compare costs, and check the quality to ensure optimal payoff for the organization.
- Relating techniques: Apply relating techniques including running, boiling or Independence.
- Culinary finishing techniques: Apply culinary finishing techniques including garnishing, dressing, plating, plating, presenting, and serving.
- Cooling techniques: Apply cooking techniques including grilling, frying, boiling, steaming, poaching, boiling or simmering.
- Food storage: Experience with proper conditions and methods to store food to keep it from spoiling, taking into account humidity, light, temperature and other environmental factors.

Foundational Competencies

- Monitoring: Monitoring assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication: Adjusting actions in relation to others’ actions.
- Speaking: Telling to others to convey information effectively.
- Management of Personal Resources: Monitoring, developing, and directing people as they work, identifying the best people for the job.
- Social Perceptiveness: Being aware of others’ emotions and understanding why they react as they do.
- Time Management: Managing one’s own time and the time of others.
- Active Hearing: 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.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Judgment and Decision Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning: Understanding the implications of new information for both current and future problems solving and decision-making.
Sample Scoring Rubric

Can be used by instructors for in-class contest

Will be used by industry to score videos and live interviews
Virtual Interview Contest

- Industry partners will judge the videos to determine Top 10 in each program sector
- Top 10 from each sector will participate in “live” virtual interviews through MS Teams with industry partners to determine Gold, Silver, Bronze winners
- Top 10 Certificates and medals will be mailed to campuses and a Virtual Awards ceremony will be held as a Live Event through MS Teams
Turbocharge Your Candidacy

Four Virtual Sessions directed towards Automotive Students

*Secondary & Postsecondary
Industry Opportunities Emerge

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EXPLORE

BMWSTEP.com
Virtual Meet the Employer Events

SkillsUSA Virtual
Meet The Employer Events

Talk directly to employers in your industry to learn answers to questions such as:

- What to expect in an interview in this industry?
- What should be included in your resume or portfolio?
- How you should dress for an interview in your industry?
- What to expect on-the-job, first day?
- What industry certifications do you need, suggestions for preparing, cost solutions?
- What are the biggest mistakes new employees make and how can I avoid making them?
- How to get promoted in this industry?

May 2020 Videoconference Dates and Times TBD. Watch for an email update and post on TNPSSkillsUSA.org
Meet the Employer Events

• Launch August 24th (Fall Semester)
• Live through Microsoft Teams
• Recordings will be available on our website and in MS Teams group resources
• Employers will speak for 15-20 minutes, then students/instructors can ask questions through the chat or unmuting
• Employers can share contact information for students to send resumes if they choose
Resource Links

- Resume Writing 101
- How to Prepare for Virtual Interviews
- Sample Virtual Interview Packet - Cosmetology
- Meet the Employer Flyer
- Motivational Mondays, Essential Skills Thursdays
Any Questions?
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