

Virtual Interview Process through Microsoft Teams

After your video submission has been scored, you will be notified if you have been selected to proceed with the virtual interview portion through Microsoft Teams. 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