



Job Interviews

DESCRIPTION OF EVENT

Each Virtual Enterprise Firm may select one (1) interview candidate for the job posted. This interview candidate will participate in a statewide competition on January 17th at the 2018 California Virtual Enterprises Conference and Exhibition event. This competition is designed to stimulate interest and acquaint VEI students with employment procedures they will face when applying for a job. Seven (7) areas will be assessed for the competition: Application Form, Cover Letter, Resume, Appearance, Knowledge of Position, Presentation, and Response to Questions. Below are the details of the competition. Please review the attached Rubric/Scoring Sheet for the rating of the Job Interview.

GUIDELINES

- Only one interview candidate can participate from each VEI Firm participating in the CA State Conference and Exhibition.
- The job that candidates may apply for is an **entry-level internship** for a Virtual Enterprises firm in any department: Administration, Accounting, Sales, Marketing, Human Resources, Public Relations, or Information Technology. The candidate should research about what the department does that he or she is interested in working in as the intern.
- All competition participants will need to electronically submit 1 PDF file of their Application, Cover Letter, and Resume to Patti Tyree at patty_tyree@kernhigh.org. Currently there is no information found in Trade Show section of VEI Portal for the resume, cover letter or interview. If they prefer to mail all 3 items, they should be mailed by November 27, 2017 to arrive in the ROC office by no later than Friday, December 1, 2017. Mail to: Regional Occupational Center, Attn: Patti Tyree, 501 S. Mount Vernon Ave., Bakersfield, CA 93307.
- Selected candidates will be informed of interview time. There will be a maximum of 10 interviews granted.
- Candidates' names who will receive an interview for this position will be posted outside the interview room.
- All candidates must report for interviews at 9:00 am to the designated interview room. VEI Facilitators will be sent name of room for their student's interview.
- Dress is professional for the interview.
- Interview - approximately 10 minutes.

JOB DESCRIPTION: **Any Department: Entry-Level Intern**

SITUATION: Local VEI business is posting an internship position for an entry-level employee. This entry-level candidate may choose to work in any of the following departments: Administration, Accounting, Sales, Marketing, Human Resources, Public Relations or Information Technology. Once hired, this intern may also help in some other departments as needed. Address cover letter to: Ms. Madeline Stein, 1612 Waterford Place, San Diego, CA 91124.

- 2018 California State Conference and Exhibition • Bakersfield, CA • January 17-18, 2018 •
- Competition Information • veinternational.org • [#veinternational](https://twitter.com/veinternational) •



Judging Criteria

Each element will be rated from 1 to 5 points. A score of five is outstanding and a score of one needs significant improvement.

JOB INTERVIEW SCORECARD		
Career Readiness/Preparation for Interview		
Letter of Introduction	<i>How well is it written?</i> Is it free of grammar and spelling errors? Is the content accurate? Is it organized?	1 2 3 4 5
Resume	<i>How effective is the resume in presenting the job applicant?</i> Is it well organized and well written? Is the content accurate? Does it present the job candidate in a positive and job-ready manner?	1 2 3 4 5
Application Form	<i>Does the application present the applicant in a positive and job-ready manner?</i> Is the application legible, neat and complete? Were the application instructions followed? Were the answers ones that created a positive and job-ready view of the applicant?	1 2 3 4 5
TOTAL PRE-INTERVIEW POINTS		
Pre Interview Comments:		
Interview Procedure and Questions		
Knowledge of Position	<i>How well did the applicant demonstrate knowledge of the career area and provide evidence of researching the job?</i> Was the applicant able to show understanding of the job skills, job procedures and use job-related terminology?	1 2 3 4 5
Presentation	Was the applicant able to communicate sincerely and with a positive attitude, poise and confidence? Was the applicant's articulation, voice quality and pronunciation clear and easy to understand?	1 2 3 4 5
Response to Questions	Did the responses address the questions and reflect a logical development of thought? Were the responses complete, original and used critical thinking? Could the applicant think quickly, convincingly and answer honestly?	1 2 3 4 5
Professional Attire/Appearance	Was the applicant dressed professionally for the interview and well-groomed? 1 = no, 5 = yes	1 5
TOTAL INTERVIEW POINTS		
Interview Comments:		