



## **JOB INTERVIEW EVENT OVERVIEW**

The participant is to assume the role of job applicant for Marshalls Department Store in the West Virginia Mall. Marshalls is seeking to fill positions as Cashier/Sales Clerk, Secretary/Clerical, Maintenance/Janitorial, Management, Food Service and Security. The applicant has mailed his/her resume and cover letter to Mr. John Smith, Personnel Director for Marshall Department Store (judge). The personnel manager (judge) is now conducting interviews to select employees to fill these positions.

### **COMPETENCIES EVALUATED**

1. Exhibit appropriate grooming and attire.
2. Explain qualifications and interests in job.
3. Offer detailed background information on school and work achievements.
4. Demonstrate good communication skills.
5. Indicate defined career goals.
6. Show confidence and poise.

## **PARTICIPANT'S INSTRUCTIONS**

### **PROCEDURES**

1. The event will be presented to you through your reading of the Event Overview, Competencies Evaluated and the Event Situation. You will have up to fifteen (15) minutes to review this information to determine how you will handle the role-play situation and demonstrate the competencies of the event. You **MAY** have a copy of your resume and cover letter to use during the role-play situation.
2. Write your student (participant) number on the back of your badge.
3. You will have up to ten (10) minutes to meet with the judge to role-play your situation.
4. You will be evaluated on how well you meet the competencies of this event.
5. Turn in you resume and event materials when you have completed the role-play situation.

### **EVENT SITUATION**

You are to assume the role of a job applicant for Marshalls Department Store in the West Virginia Mall. The Personnel Manager, Mr. John Smith (judge) is conducting interviews to fill the positions of Cashier/Sales Clerk, Secretary/Clerical, Maintenance/Janitorial, Management, Food Service, and Security. You have applied for one of these positions and sent a cover letter and resume to the Personnel Department (judge) at Marshalls. After reviewing this information, Mr. Smith (judge) has called you in for your first interview.

You will meet with Mr. Smith (judge) in his office for your interview. Mr. Smith (judge) will begin the role-play situation by introducing himself and stating that he will be conducting the interview. Mr. Smith (judge) will then ask you various questions regarding your interests, background, and achievements. Mr. Smith (judge) will conclude the interview by thanking you for your time and interest in the position at Marshalls.

## **ADMINISTRATIVE INSTRUCTIONS**

### **ADMINISTRATIVE SUGGESTIONS**

1. Allow fifteen (15) minutes for the orientation/preparation period.
2. Allow ten (10) minutes for the role-play situation with the judge.
3. Allow two (2) minutes for the judge's evaluation.
4. Allow five (5) minutes for the judges to review cover letter and resume.

### **FACILITIES, SUPPLIES/MATERIALS AND/OR EQUIPMENT NEEDED**

1. Facilities: This event can be done in a conference setting. A preparation and role-play area are needed with a table and chair arrangement.
2. Supplies: Participant copies of appropriate information and judge's evaluation sheets.
3. Special needs: None

### **PERSONNEL NEEDED**

1. One person to play the role of the Personnel Manager (Mr. John Smith).
2. Event manager.
3. Assistant.

### **MINIMUM LEVEL OF ACCEPTABLE PERFORMANCE**

Total score of 30 or higher

### **TIEBREAKER**

The most points for:

1. Item number 4
2. Item number 3
3. Item number 6

Compare other numbered items in sequential order.

## **JUDGE'S INSTRUCTIONS**

### **DIRECTIONS, INSTRUCTIONS AND JUDGE'S ROLE**

In preparation for this event, you should review the following information with your event manager and other judges.

1. Event Overview
2. Competencies Evaluated
3. Participant Instructions
4. Judge Role-Play Characterization  
Participants may conduct a slightly different type of interview and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant.
5. Evaluation Form  
Please use a critical and consistent eye in rating each participant.

### **JUDGE ROLE-PLAY CHARACTERIZATION**

You are to assume the role of Marshalls Department Store's Personnel Manager (Mr. John Smith). You have received a cover letter and resume from job applicants (participants) for the positions of Cashier/Sales Clerk, Secretary/Clerical, Maintenance/Janitorial, Management, Food Service, and Security. After reviewing the applicant's (participant's) information you have asked them in for their first interview. You will meet with each applicant in your office and begin the role-play by introducing yourself and stating that you will be conducting the interview. During the course of the event, you are to ask the following questions of each participant:

1. Why are you seeking the position of (state the position the participant is applying for) with Marshalls Department Store?
2. Why do you believe you are qualified for this position?
3. What are your career goals?
4. What have you achieved in school that you are particularly proud of?

Once the applicant (participant) has completed his/her presentation and answered your questions, thank the applicant (participant) for their time and interest in a position with Marshalls.

You are not to make any comments after the event is over, except to thank the participant.



Student ID # \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

JUDGE'S INTERVIEW RUBRIC					
	EXCELLENT	GOOD	AVERAGE	FAIR	POOR
1. Appropriately groomed for interview.	10	9-8-7	6-5-4	3-2	1
2. Introduced self properly and politely.	10	9-8-7	6-5-4	3-2	1
3. Exhibited attentiveness and good eye contact.	10	9-8-7	6-5-4	3-2	1
4. Displayed interest and enthusiasm.	10	9-8-7	6-5-4	3-2	1
5. Possessed confidence and poise.	10	9-8-7	6-5-4	3-2	1
6. Gave definite responses to questions and indicated defined career goals.	10	9-8-7	6-5-4	3-2	1
7. Presented qualifications for the job.	10	9-8-7	6-5-4	3-2	1
8. Gave frank answers concerning school achievement.	10	9-8-7	6-5-4	3-2	1
9. Used previous work experience advantageously.	10	9-8-7	6-5-4	3-2	1
10. Expressed appreciation for the interviewer's time.	10	9-8-7	6-5-4	3-2	1

