

CONTEST CHAIR INSTRUCTIONS

Job Interview

1. Prior to the start of the contest, the contest chair should confirm plans with the general contest chair (host advisor) to meet any accommodation requests that have been received and approved. Prior to going into the holding room, contestants should have given their cell phone, smart watch, and other electronic communications devices to their chapter advisor or some other responsible adult.
2. All contestants should be located in a holding room prior to their participation in the contest. This room should be for participants in this contest only.
3. If the order of competition has not already been determined, while the contestants are in the holding room ask them to draw for order of competition and then post this near the contest room.
4. Meet with the judges to make sure they understand the rules of the contest and understand their responsibilities. It might be a good idea to read the rules and then ask if anyone needs clarification. You should also review the score sheet with the judges at this time.
5. One judge will be in charge of scoring each contestant's job application, resume' and letter of application (this judging may be completed prior to the contest). The other two judges will conduct a 10 – 15 minute interview with the contestants.
6. Instruct the judges that they are not to confer about contestants between interviews.
7. After all contestants have competed, the judges are to add their scores.
8. Using the scoring and ranking sheet provided, add the judges' scores together to determine the contestant placings. Judges may confer to assign gold, silver, and bronze awards (as appropriate for the contest level).
9. District judges will select the two highest ranking contestants (ranked first and second with no ties) to enter the regional contest. Regional judges will select the two highest ranking contestants (ranked first and second with no ties) to enter the state contest. An alternate contestant will be selected by both the district and regional judges in the event that one of the selected contestants is not able to compete at the next level.
10. Prior to announcing the results, the individual contest chair and general contest chair (host advisor) are to use a calculator to re-add the judges scores and rankings to certify that the results that will be announced are correct.
11. In consultation with the judges, determine who will give the results. It can be the general contest chair, the individual contest chair or one of the judges. Results should be announced in reverse order.
12. Before the judges leave the contest room, collect all of their judging sheets so that you can give all contest materials to the general contest chair.
13. If a critique is provided to the contestants prior to announcing the results, please have the judges do this in a way that will not indicate the results.