



JOB SEEKING

Event Specifications

FRESNO CITY COLLEGE EVENT CONTACT For any specific event questions, please contact:	
NAME:	Lori Swain
EMAIL ADDRESS:	lori.swain@fresnocitycollege.edu

SCOPE OF CONTEST

The contest is divided into three phases: employment application, resume, and mock interview. Contestants are evaluated on workplace readiness skills in an occupation for which they may someday wish to apply.

NUMBER OF COMPETITORS

Individual event, limited to 12 competitors.

Fresno ROP reserves the right to modify enrollment due to limited spaces available.

RULES AND PROCEDURES

1. The contest is divided into three phases:
 - a. Evaluation of employment application (submitted and scored **PRIOR** to the event) **Due March 3rd at 5pm**
 - b. Evaluation of resume (submitted and scored **PRIOR** to the event) **Due March 3rd at 5pm**
 - c. Mock interview (**day of event**)
2. All contestants will be asked the same questions during the interview. Such questions might include the following:
 - a. What are your strengths?
 - b. What are your weaknesses?
 - c. Why are you interested in working for **[insert company name here]**?
 - d. Where do you see yourself in five years? Ten years?
 - e. Why should we hire you?
 - f. What is your dream job?
 - g. How would you deal with an angry or irate customer?
 - h. Tell me about yourself.
 - i. How do you determine success?
 - j. What do you think it takes to be successful in a company like ours?
 - k. Give me 5 words you (or a teacher or former boss) would use to describe yourself/you.
 - l. What two or three things are most important to you in your job?
 - m. Tell me about an accomplishment you are most proud of.
 - n. Do you have any questions for me?

Note: The first 5 questions were the top 5 questions in the 50 Most Commonly Asked Interview Questions.
Source: Glassdoor Team, March 16, 2015.

3. Each contestant will be allowed the same amount of time for the interview.
4. In preparing for this event, contestants must pick a company/business and a specific job for which they would consider submitting an application for **AT THE PRESENT TIME**. The resume should be written for that

specific job. The contestant should investigate their career choice and possible place of employment as they normally would when conducting a job search. We encourage students to research entry level jobs in their career path and to seek jobs that allow them to gain transferable skills as they pursue their vocational objective(s).

5. One copy of the **Resume** and one copy of the **Application** must be **EMAILED** to Fresno City College **no later than 5:00 pm on March 3, 2025**. It is recommended a second copy of the resume be brought to the competition. Contestants who do not submit the necessary materials in advance will not be allowed to compete. No walk-in interviews will be scheduled on the day of the competition.

EMAIL Resume and Application to:

Email: lori.swain@fresnocitycollege.edu (Subject line should include "Career Skills Challenge Applicant")

Questions: Please call Lori Swain, M.S. at (559) 442-8287.

JUDGING CRITERIA

100 Points Possible

Resume	30%
Application	25%
Interview	45%

EQUIPMENT AND MATERIALS

1. Supplied by the contestant:
 - a. One copy of a one-page typewritten personal resume
 - b. Completed application in black or blue ink
2. Supplied by the Career Skills Challenge:
 - a. Forms
 - b. Timer
 - c. Each contestant will receive a Certificate of Participation
 - d. All necessary information and furnishings for judges and technical committee

DRESS CODE

It is encouraged that participants wear appropriate clothing for a job interview.

Career Skills Challenge – March 13, 2025

APPLICATION

This application AND your resume MUST be received by 5:00 pm, Thursday March 3, 2025

Email your application and resume to:

Email: lori.swain@fresnocitycollege.edu (Subject line should include "Career Skills Challenge Applicant")

Questions: Please call Lori Swain, M.S. at (559) 442-8287 or email Lori.Swain@fresnocitycollege.edu.

Date: _____ **Position Applying for:** _____

Name: _____
Last First Middle

Mailing Address: _____ **City:** _____ **ST:** _____ **Zip:** _____

Phone/Cell number: _____ **E-Mail:** _____

Education and Training

Name of School	City/State	Did you graduate	Degree/Major	Yr. Degree Rec'd
High School				
Other Educ./Training				

List job related skills, certificates, licenses, honors, awards and special accomplishments (current only):

• _____	• _____
• _____	• _____

Work/Volunteer History - List present or most recent experience first.

Position Title:	Work/Volunteer Site:	Dates: From:	To:
Address of Work/Volunteer Site:		Starting Salary	Ending Salary
Supervisor(s) Name and Phone Numbers(s):		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Job Duties:			
Termination: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explanation: _____			
Position Title:	Work/Volunteer Site:	Dates: From:	To:
Address of Work/Volunteer:		Starting Salary	Ending Salary
Supervisor(s) Name and Phone Numbers(s):		May we contact employer?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Specific Job Duties:			
Termination: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Explanation: _____			

List memberships in professional/honor societies, leadership activities, public speaking, and performance awards:

• _____	• _____
• _____	• _____

Certificate of Applicant: (Read this statement carefully before signing): I hereby certify that all statements made on or in connection with this application are true. I understand and agree that any misstatements or omissions of material fact herein will cause forfeiture on my part of all rights to employment.

Your signature

Date

CAREER SKILLS CHALLENGE

SCORE SHEET

JOB SEEKING

RESUME EVALUATION

Participant	Position:	scoring - 1 (lowest) - 5 (highest)				
		1	2	3	4	5
Overall appearance (5pts. Max. using below guidelines)						
Font size is no smaller than 11 – type of font easy to read Margins – even and consistent throughout document Page layout is in easy to read format Consistent bolding, punctuation and phrasing						
Correct Spelling and Grammar (5pts. Max. using below guidelines)						
Accurate spelling, punctuation & grammar throughout document						
Resume Format/Headings (5pts. Max. using below guidelines)						
Address is complete – Name is Bold & in Larger Font Phone number(s) include(s) area code E-mail address appropriate Objective is Identified (listing Job Title only is preferred)						
Summary of Qualifications (5pts. Max. using below guidelines)						
Skills, abilities, and/or highlights support Objective Include concise statements of relevant information Bullet points are used (preferred by many employers) No more than 8 bullet points under Summary of Qualifications						
Work and Volunteer Experience (5pts. Max. using below guidelines)						
List most recent experience first Specific duties/responsibilities listed Duties are NOT written in first person (“ <i>I</i> cooked hamburgers.”)						
Education (5pts. Max. using below guidelines)						
Lists most recent information first Lists High School Information including City, State Lists any school activities, clubs, and/or sports Lists any certificates, awards, honors, specialized classes						

Totals:

(Add Together) =

Grand Total

(30 Points Maximum)

Please distribute evaluation copies to:

Contestant
White

Event Manager
Yellow

CAREER SKILLS CHALLENGE

SCORE SHEET

JOB SEEKING

APPLICATION EVALUATION

Participant _____

Position: _____

Scoring – 1 (lowest) – 5 (highest)

Completion

Easy to read

Used black or blue ink (If Handwritten)

Spelling/Grammar/Punctuation

Signature Signed and Dated

1	2	3	4	5

_____ + _____ + _____ + _____ + _____ =

Grand Total: _____
(25 Points Maximum)

Comments:

Please distribute evaluation copies to:

Contestant
White

Event Manager
Yellow

CAREER SKILLS CHALLENGE

SCORE SHEET

JOB SEEKING

INTERVIEW EVALUATION

Participant: _____ Position: _____

Non-Verbal Communication

	Excellent	Good	Average	Area for Improvement
Friendly Demeanor/Smile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy/Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attentiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance/Attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displayed self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal Communication

	Excellent	Good	Average	Area for Improvement
Uses proper grammar/avoids slang	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expresses ideas clearly, concisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers reflect ability to interact well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers indicate a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impressive/professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Interviewer's Name

Interviewer's Signature

Date

Please distribute evaluation copies to:

Contestant
White

Event Manager
Yellow