Interviewing Skills
Arizona HOSA EVENT GUIDELINES
Individual Event

THIS EVENT HAS A REQUIRED UPLOAD FOR EACH CONFERENCE
Link will automatically send via email from HOSA Registration System after registered by Advisor

This supplement is written exclusively for Arizona HOSA Events.
For full details refer to the Official Event Guidelines

IDEA Qualified Members ONLY
Submit this form to the state advisor by the deadline below
See HOSA Appendix H for complete details on Accommodations
If you do not qualify under IDEA see Job Seeking Skills for a similar event

Conference	Available	Required Upload Deadline	IDEA FORM Deadline	Details at a Glance
Regional Leadership Conference	YES	END OF REGISTRATION	END OF REGISTRATION	Uploaded materials will be pre-judged and that score will be ADDED into the competitors interview score at Regionals. Top scores will advance to SLC.
Online Test	NO	N/A	N/A	N/A
State Leadership Conference	YES	CLOSE OF REGISTRATION	CLOSE OF REGISTRATION	Competitors will REUPLOAD their required documents. The uploaded materials will be prejudged and that score will be ADDED into the competitors interview score at SLC. Top scores wll advance to ILC.
International Leadership Conference	YES	May 15 9:00 pm local time	May 15 9:00 pm local time	Competitors will upload the required documents. The uploaded documents will be prejudged. Failure to upload will result in NO APPOINTMENT TIME for the interview at ILC.

Required Digital Upload Documents:
   a. Personal Statement - see event guidelines for full details
   b. Resume - see event guidelines for full details
   c. IDEA Eligibility Form - failure to submit this on time will result in 35 penalty points deducted from the final score in tabulations.

Competitors must upload by the deadline above for each conference - Regionals, State and ILC. For Regionals and State - underline failure to upload the documents by the deadline will result in a score of 0 for the pre-judged component of the rubric (Section A and B from the Official HOSA Guidelines Scoring Rubric). All registered competitors will be given an appointment time at Regionals and State Conference.

Failure to upload the required documents by the ILC deadline (if qualified) will result in the competitor NOT being scheduled for an appointment time.

Dress Code: Competitors must be in official HOSA uniform or in proper business attire. For full details see the HOSA Dress Code Appendix D.

Competitors MUST bring to REGIONALS, STATE and INTERNATIONAL Leadership Conference:
1. Photo ID
2. Two #2 pencils (not mechanical)

NO MATERIALS CAN BE TAKEN INTO THE INTERVIEW - INCLUDING PERSONAL STATEMENT AND RESUME

Regional Leadership Conference Event Flow (see official guidelines for rubric and more information):
1. Competitors will arrive at Regional Leadership Conference and Check - In at the event room with the Event Manager.
2. Each Competitor will provide a photo ID to the Event Manager during check-in
3. Event staff will provide the competitor with their scheduled appointment time
    a. Competitor should stay at the event room until assigned time in case the event runs early
4. Event staff will bring the competitors into the event room at the time of their presentation
5. Event staff will introduce the competitor to the judges and competitor should shake hands with the judges
6. The Interview will last for a MAXIMUM of 4 minutes (a 1 minute warning will be given)
    a. Interview questions are a secret topic. Sample questions can be found here
7. Competitors should shake hands with the judges at the end again and leave the competition room.
8. Competitor should complete the event survey and leave the competition area

State Leadership Conference Event Flow (see official guidelines for rubric and more information):
1. Competitors will arrive at the State Leadership Conference and Check - In at the event room with the Event Manager at the START of the posted event time frame.
2. Competitor will provide a photo ID to the Event Manager during check-in
3. Event staff will provide the competitor with their scheduled appointment time
    a. Competitor should stay at the event room until assigned time in case the event runs early
4. Event staff will bring the competitor into the event room at the time of their presentation
5. Event staff will introduce the competitor to the judges and competitor should shake hands with the judges
6. The Interview will last for a MAXIMUM of 4 minutes (a 1 minute warning will be given)
    a. Interview questions are a secret topic. Sample questions can be found here
7. Competitors should shake hands with the judges at the end again and leave the competition room.
8. Competitor should complete event survey and leave the competition area

International Leadership Conference Event Flow - SEE OFFICIAL GUIDELINES FOR ALL INFORMATION

Frequently Asked Questions
1. I forgot to upload my personal statement and resume, can I submit it for judging at the conference?
    a. NO - nothing may be handed to the judges during this event. For Regionals and State Leadership Conference ONLY you will still receive an appointment time to compete.

2. I would like to make changes to my personal statement and resume between Regionals and State - is this allowed?
    a. Yes - competitors may change their uploaded documents between conferences for any reason. Be sure to submit by the established deadline for each conference as the links are unique and so are the judging rounds.
3. Will my score from Regionals be added to my score I get at State?
    a. No - each event is judged independently of the previous one. This is why it is so important to reupload the required digital materials by the deadline for each conference.
4. I forgot to upload by the deadline. Will I still get an appointment time to compete?
    a. Regional Leadership Conference - YES; but you will receive a 0 score on parts A and B on the score sheet.
    b. State Leadership Conference - YES; but you will receive a 0 score on parts A and B on the score sheet.
    c. International Leadership Conference - NO