



**HUMAN RESOURCE EXPLORATION-PILOT**

(990)

**REGIONAL 2022**

**Description**

Assess proficiency in career exploration and interview situations. Competitors will create a job shadow request letter and conduct a live interview focused on the competitor’s career interests and requested job shadow department.

**Specifications**

* This is a pre-submitted event. See instructions for submissions.
* Job shadow request letter requirements:
  + The cover letter must be addressed as follows:

Ms. Julie Smith, Manager

Human Resources Department

Digital Solutions

700 Morse Road, Suite 201

Columbus, OH 43214

* + Paragraph 1: Member will write an opening salutation and indicate the position for which he/she is applying for a job shadow experience and indicate their current career interests.
  + Paragraph 2: Member will write a personal statement (100 words or less) that includes a description of current abilities, skill sets, and goals.
  + Paragraph 3: Member will write a conclusion (summary) of job shadow request letter with closing salutation.
* Job shadow experiences are available in all departments of Digital Solutions shown on the Organizational Chart found in the [[[*Style & Reference Manual*](https://members.bpa.org/download-center)](http://www.bpa.org/sdownload/2017-18_SPS_Style_Reference_Manual.pdf)*.*](https://members.bpa.org/download-center)
* Member may interview for any position listed on the organizational chart for which he/she would like to job shadow.
* Information in the cover letter must be authentic; however, members may choose to use a fictitious personal address and telephone number.

***Be consistent by asking each contestant the same questions.*** Questions should be taken from the following list or be similar in nature, however this does not preclude a judge from asking other questions to facilitate the interview. Here are some recommended questions:

1. Give examples of ideas you've had or implemented.
2. What is it that gives your professional life purpose and meaning?
3. What would you consider your greatest weakness in job performance? How do you address it?
4. How do/will you evaluate your own effectiveness as a <<job title>>?
5. How do you go about building and fostering relationships with colleagues? Customers?
6. Tell me about your proudest achievement.
7. Why should we hire you, and if you were offered this position, are you prepared to make a decision?
8. Do you do anything in particular to prepare or get yourself in the right frame of mind for the day? If yes, explain…
9. What has been your biggest career disappointment and how did you deal with it?
10. Your supervisor tells you to change something you know was done right. What would you do?
11. How do you feel about unfinished tasks? What do you do about them?
12. Tell us about your background as it relates to technology, computer skills, platforms, etc.
13. What is your personal mission statement?
14. How would you want others to describe your contribution to the effectiveness of the organization?
15. How important is it for you to be one of the most skillful people in your work area? In what areas are you especially skillful?
16. A co-worker continually has difficulty completing tasks planned for the day. How would you help this person?
17. How has your education prepared you for your career?
18. There are two employees you work with arguing about something you consider unimportant and tension builds. How would you respond?
19. You are having coffee with a group of employees and some are being critical of your supervisor. What would you do?
20. What motivates you?
21. How do you feel about working with several people each telling you what they want done during a given day? How do you manage this situation?
22. Where would you like to be in your career five years from now?
23. Give me an example of a time that you felt you went above and beyond the call of duty at work.
24. Tell me about a time when you had to give someone difficult feedback. How did you handle it?
25. What gets you up in the morning?
26. Tell me about a time you made a mistake. What did you learn from it?
27. If I were to ask your professors (or your boss) to describe you, what would they say?
28. If I were to ask your last supervisor to provide you additional training or exposure, what would she suggest?
29. What makes you uncomfortable?
30. How would you go about establishing your credibility quickly with the team?

***Note to judges:* Be sure to ask the contestant: Do you have any questions for us?**