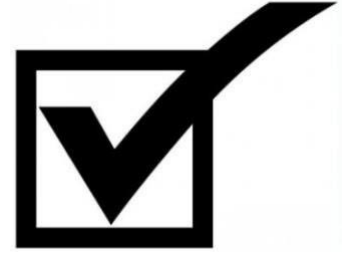


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



Interview Skills

(515)

REGIONAL 2025
PRELIMINARY

Description

Assess proficiency in job search and interview situations.

Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organizational Chart below.

Contestant may interview for any position listed on the Organizational Chart for which he/she is qualified.

Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.

No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Interview Skills contest.

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. Please ask questions relevant to the position and/or company, as listed on the organizational chart provided. Here are some recommended questions:

1. Can you tell me a little bit about yourself?
2. Why did you apply for this position?
3. What are your top strengths or skills that you think will help you in this role?
4. What do you hope to learn from this job or experience?
5. How do you manage your time when you have multiple tasks or responsibilities?
6. Can you describe a recent project or activity you worked on and your role in it?
7. How do you stay motivated, especially when working on something that might not be immediately interesting?
8. What are your plans for after high school, and how does this position fit into those plans?
9. How do you handle working with others who have different opinions or ideas?
10. What is one thing you're proud of that you've accomplished recently?

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

Digital Solutions

Organizational Chart and Company Information

Digital Solutions develops and sells software, hardware, and services. The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital city of each membership state. The corporate headquarters is located at 700 Morse Road, Suite 201 in Columbus, OH 43214, and has 200+ employees. Management includes:

Chief Executive Officer	Nancy Wells
Financial Services Department	Harvey Rosen
Information Technology Department	Tom Carlson
Human Resources Department	Julie Smith
Marketing Department	Roger Meyer
Administrative Support Department	Edna Renick

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
1. Administrative Assistant 2. Data Entry Clerk 3. Payroll Clerk 4. Accounting Clerk 5. Database Assistant 6. Spreadsheet Specialist 7. Accountant 8. Financial Analyst	1. Data Entry Clerk 2. Database Specialist 3. Information Processing Assistant 4. Administrative Assistant 5. Programmer 6. Software Engineer 7. PC Servicing/Troubleshooting 8. Network Administrator 9. Digital Media Specialist 10. E-commerce Specialist 11. Website Developer	1. Human Resources Assistant 2. Information Processing Assistant 3. Administrative Assistant 4. Medical Support Assistant 5. Insurance Benefits Clerk 6. Management Assistant 7. Payroll Specialist 8. Wellness Coordinator	1. Information Processing Assistant 2. Administrative Assistant 3. Desktop Publisher 4. Graphic Design Assistant 5. Desktop Publishing/Graphic Assistant 6. International Business Coordinator 7. Website Liaison 8. Management Assistant 9. Small Business Liaison 10. Research Assistant	1. Administrative Assistant 2. Information Processing Specialist 3. Computer Applications Specialist 4. Desktop Publishing Assistant 5. Legal Research Assistant 6. Graphic Design Assistant 7. Management Assistant