



BUSINESS
PROFESSIONALS
of AMERICA
Giving Purpose to Potential

INTERVIEW SKILLS

(515)

REGIONAL 2026

FINALS

Judge Key

GENERAL GUIDELINES

- Contestant will indicate on his/her resume the position for which he/she is applying. There are openings in all departments of Digital Solutions shown on the Organization Chart below.
- A contestant may interview for any position listed on the Organization Chart for which he/she is qualified.
- Information in the cover letter and resume must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the resume is optional.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the Interview Skills contest.

1. Judging Rules:

- **No Ties:** There can be no ties in the top 10 contestants. Judges are responsible for breaking any ties.
- **Ranking:** The administrator will fill out the ranking sheet before dismissing the judges.
- **Multiple Sections:** If there are multiple sections, finalists will be chosen by selecting an equal number from each section.
- **Audience:** No audience is allowed in the contest room.

2. Formulate Questions:

As a team of judges, create two to three questions to ask at the end of each presentation. *Make sure to ask the same questions to every team.* Potential questions are listed below.

1. What are some goals you have set for yourself this year, and how are you working towards them?
2. Can you describe a recent challenge you faced and how you addressed it?
3. How would you describe your work ethic? Can you provide an example that demonstrates it?
4. What extracurricular activities or hobbies are you involved in, and how do they contribute to your personal development?
5. What do you enjoy most about working on group projects or collaborating with others?
6. Tell me about a time when you had to be adaptable or flexible. How did you manage the situation?
7. How do you stay organized with your school assignments and other commitments?
8. What kind of work environment or team setting do you thrive in?
9. How do you make decisions when faced with multiple options or conflicting priorities?
10. What motivated you to apply for this position or opportunity?

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

FINAL STEPS. Double-check and verify all scores.