



BUSINESS  
PROFESSIONALS  
of AMERICA  
Giving Purpose to Potential

# **ADVANCED INTERVIEW SKILLS (520)**

## **REGIONAL 2026**

### **PRELIMINARY**

### **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.

- What is something you are currently working on improving about yourself?
- What are some goals you have set for yourself this year, and how are you working towards them?
- What qualities do you think are important in a good team member?
- Tell us about your background as it relates to technology, computer skills, platforms, etc.
- How would you want others to describe your work ethic?
- 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?
- A co-worker continually has difficulty completing tasks planned for the day. How would you help this person?
- What gets you up in the morning?
- Tell me about a time you made a mistake. What did you learn from it?

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

**FINAL STEPS.** Double-check and verify all scores.