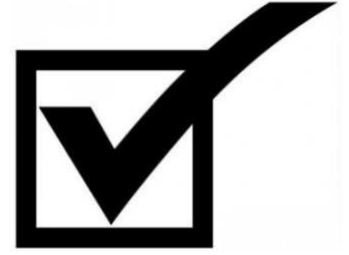


**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential



INTERVIEW SKILLS

(515)

NATIONAL 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.

GENERAL GUIDELINES

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. Describe an instance where you had to adjust your approach based on feedback from others. What changes did you make?
2. How do you handle high-stress situations where you need to maintain performance and decision-making under pressure?
3. Can you give an example of a project where you had to collaborate with multiple departments or teams? How did you coordinate efforts?
4. How do you approach setting personal goals and measuring your progress toward achieving them?
5. Give an example of how you have helped foster a positive and productive work environment among team members.
6. What three qualities do you believe are essential for an exceptional employee?
7. Can you give an example of how you've used data or analytics to make a business decision?
8. Describe a situation where you identified an opportunity for improvement within a business process. How did you address it?

9. Can you provide an example of how you've developed or implemented a successful marketing or sales strategy?
10. How do you approach learning new tools or technologies relevant to your business role?

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