



Interview Skills

(515)

STATE 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 about yourself and your background?
2. What interests you about this position or role?
3. What are your interests and hobbies outside of school, and how have they helped you develop skills that could be useful in a job?
4. How do you stay motivated and focused on your goals, especially when faced with tasks that you might find less interesting?
5. Describe a situation where you had to deal with a disagreement or conflict. How did you handle it, and what was the outcome?
6. How do you handle working under pressure or meeting deadlines?
7. Can you describe a time when you worked on a team project? What was your role, and how did it go?
8. How do you balance your schoolwork with other activities or responsibilities?
9. What skills or qualities do you think you can bring to this position?
10. What are you hoping to learn or gain from this experience?

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			