ICCFS COMPETENCE CHARACTER COMMUNITY

GUILD INTERVIEW

". . . interview was my least favorite event at tournament. I dreaded looking like a fool. However, I am thankful for the opportunity to practice because I have had to do some interviews this year for college. It has prepared me to not look like a fool in real life. I am thankful for the training in ICC that has prepared me to succeed." - Jake Johnson, GSLT

Interview Ballot (ITV)
Interview Script Submission Form - none

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Description

The speaker will respond conversationally to three interview questions using personal experiences which illustrate a course of action and the outcome of a situation in order to practice real world interview skills.

Time Allotted

10 minutes - beginning when the speaker is called and ending when he is finished answering the third question.

Evaluation Criteria

Speakers will be evaluated on:

- Arriving on time
- Entering and exiting appropriately
- Exhibiting a confident and professional appearance
- Speaking conversationally and professionally
- Engaging the evaluator
- Adhering to the question
- Using an experience that was specific and relevant to the question

- Clearly outlining a course of action
- Stating a well defined outcome to the situation
- Giving a concise and complete response
- Staying within allotted time

Rules

- Notes or outside resources may not be accessed during the presentation.
- The speaker must answer the questions posed by the evaluator in the order in which they are presented.
- All speakers will receive the same three questions.
- Questions are randomly selected by ICCFS from those available on the ICC website and provided to tournament officials for each round.

Questions & Answers

Presentation

Q: What if I go over the time limit?

A: Respecting the platform includes respecting the time allotted for your presentation. This is a real-world skill as most interviews have specific appointments and allotments of time. Rank deductions will be applied by ICCFS for exceeding time allotted. In the event the tournament schedule changes, each speaker will still have the full amount of time allotted for the interview.

Q: How can I prepare for this event?

A: There are several ways you can prepare to effectively present yourself to the interviewer:

- Review the list of behavioral style interview questions below.
- Check out the websites below to learn how to answer interview questions in a way that will provide the best information to the interviewer in a timely manner. Keep in mind that the interviewer wants to know if you are the best person for the job and only knows what you tell him.
    - TheInterviewGuys.com (scroll down to learn about the S.T.A.R. Method)
        - Do you know which **interview mistake** is responsible for the most failed job interviews? Check out the answer here.
    - Careely: (videos) How to answer interview questions: Difficult Situation, Conflict, Why hire me, etc.
    - TheMuse.com :
        - 30 Behavioral Interview Questions You Should Be Ready to Answer
        - How to Answer the 31 Most Common Interview Questions
    - QuintCareers.com
    - BigInterview.com/blog/behavioral-interview-questions
    - CareerServices.wayne.edu/behavioralquestions.pdf
- Practice answering the questions using the S.T.A.R. method (TheInterviewGuys.com) and timing your answers

Q: How should I begin and conclude the interview?

A: When the evaluator calls your name, enter the room, greet her, and then be seated. For example, "Good afternoon, Mr./Mrs. _____."

When you are finished with the interview, stand, and thank her for her time. For example, "Thank you for your time, Mr./Mrs. _____."
If there is more than one evaluator, use the greeting but do not address them by name.

Q: May I enter the room before my appointment time and stay after I finish speaking?
A: No. Speakers will only be present in the room during their interview as is typical of a real interview. In the event the tournament runs off schedule, ICCFS will adjust the appointment times.

Q: How will I enter the room at online tournaments?
A: Speaker will wait in the student lounge breakout room for their appointed time. They will monitor the list of breakout rooms to enter only after the previous speaker has exited the room. They should not enter the breakout room while the previous speaker is present.

Q: May I ask for an alternate question?
A: No. The speaker must answer the questions that are posed in the order they are given.

Q: Can I pass if I don't have an answer to the question?
A: It is better to try to answer the question to the best of your ability.

Q: How will I know when my 10 minutes are up if there is no timekeeper?
A: The speaker is responsible for keeping his own time throughout the interview.

Q: What happens if I don't get to finish answering all the questions?
A: The evaluator will note that on the ballot and make any relevant comments. This may affect speaker ranking.

Q: Will the evaluator ask additional questions of his own?
A: No. The evaluator may interact nonverbally but may only ask questions from the list provided.

Q: What is the Question Code listed on my ballot?
A: The Question Code corresponds to the interview questions listed below. When reviewing your ballot, you can use the Question Code to locate the question you were asked.

Script Submission

Q: Do I need a script submission form?
A: No. There is no prepared presentation to submit but you must check in and verify you are participating in this event.

Speaker Instructions

1. The speaker will arrive before the appointed time and wait outside the room to be called.
2. The evaluator will call the speaker and begin timing.
3. The speaker will enter the room, greet the evaluator(s) and take the chair opposite the evaluator(s).
4. The speaker will be given a total of 10 minutes. No time signals will be given.
5. An evaluator (serving as the interviewer) will pose the first question and the speaker will respond.
6. When the speaker is finished speaking, the evaluator will pose the second question and the speaker will respond.

7. When the speaker is finished speaking, the evaluator will pose the third question and the speaker will respond.
8. When the speaker is finished speaking, the evaluator will stop the timer and record the time on the ballot.
9. The evaluator will conclude the interview and the speaker will exit the room.

Evaluator Instructions

One evaluator will receive a list of questions and serve as the interviewer and timekeeper.

Each speaker is allotted 10 minutes for his interview. Time begins when the speaker is called at the door and ends when he finishes answering the third question. If the speaker is not at the door, the time still continues for the allotted 10 minutes.

1. At the appointment time listed on the room roster, the evaluator will go to the door, call the speaker and begin timing.
2. Record the speaker's appointment time and the time the speaker is actually called on the ballot.
3. After the speaker is seated, the designated evaluator will pose the first question and write the Question Code in the first column of the bottom portion of the ballot.
4. The evaluator may interact with the speaker nonverbally (nod, smile, laugh, etc.) but **may not ask additional questions.**
5. While the speaker is answering the question, the evaluator may jot notes.
6. When the speaker is finished answering the first question, the evaluator will ask the next question on the list and add the Question Code to the second column.
7. When the speaker is finished answering the second question, the last question will be posed and the Question Code added to the third column.
8. When the speaker has finished answering the last question, the evaluator will stop the timer and record the total time on the ballot.
9. After the last speaker has presented, the evaluator will complete comments on each ballot in the hospitality room and take the completed ballots to Ballot Return as soon as possible.

Timekeeper Instructions

- The evaluator will serve as timekeeper.
- The speaker is allotted 10 min to answer their 3 questions.
- Time begins when the speaker is called by the evaluator at the door.
- No time signals will be given.
- On the ballot, the evaluator will record the time when the speaker finished answering all the questions..

Interview Questions

(Printable List)

For evaluation purposes, consider:

You are an interviewer looking for someone with communication and problem-solving skills who will work well with people on a team, who will take the initiative, and who will adapt and be able to manage time well.

For speaker preparation purposes, consider:
You are applying for a role with a team that is looking for someone with communication and problem-solving skills who will work well with people, will take the initiative, will adapt, and be able to manage time well.

Question
Codes

Leadership

L 1 Tell me about a time when you had a lot of responsibilities and how you managed it.
L 2 Give an example of a time you had to make a decision in the moment.
L 3 Describe a time you stepped into a leadership role.
L 4 Tell about a time you led a difficult situation or project.
L 5 Describe a time you motivated others.

Communication

C 1 Describe a situation where instructions were unclear and how you handled it.
C 2 Describe a time you needed to explain something complicated.
C 3 Describe a situation when you persuaded someone with a different opinion to agree with you.
C 4 Tell about a time you had to modify your communication to get your idea across.
C 5 Describe a situation where you intentionally chose to communicate through media, email or phone.

Conflict Resolution

F 1 Describe a time your team was undergoing a change and how you responded.
F 2 Give an example of a time you disagreed with someone on your team and how you dealt with it.
F 3 Describe a time you disagreed with a leader's course of action and explain what you did.
F 4 Tell me about a situation when you were given harsh feedback you thought was unjustified.
F 5 Tell about a time you experienced conflict with someone you didn't know well.

Initiative

I 1 Tell me about a time you were given a job you weren't excited about.
I 2 Give an example of a project that required extra effort and how you responded.
I 3 Describe a time when you had difficulty reaching a goal and what you did.
I 4 Tell me about a time when you worked with little supervision and how you managed that.
I 5 Give an example of a time you set a goal and how you planned to meet your objective.

Problem Solving

P 1 Describe a time when you anticipated potential problems and developed a plan to deal with them.
P 2 Give an example of how you obtained necessary information in order to solve a problem.

P 3 Tell me about a time you had difficulty solving a problem and needed help.
P 4 Describe a situation in which you found a creative way to deal with a problem.
P 5 Give me an example of how you went about solving a difficult problem.

Teamwork

T 1 Give an example of a time you needed to build consensus among teammates.
T 2 Tell me about a project where you needed to delegate tasks.
T 3 Give an example when working on a team with a teammate was challenging.
T 4 Tell me about a time when you worked with someone who wasn't very responsive.
T 5 Give an example of a time you worked closely with someone who was very different from you.