Interviewing Skills

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

REGIONAL QUALIFIER — DOCUMENT UPLOAD AND IDEA FORM REQUIRED

Secondary students with an IDEA-qualified IEP only. Work with your advisor to submit the required form.

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines and scoring rubrics.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	YES	Close of registration	**Upload + form:** Submit both by registration close. **Scoring:** Pre-judged documents plus 5-minute interview. Top qualifying scores advance to SLC.
Online Test	NO	N/A	**Pathway:** Qualify through the regional interview event. There is no online test.
State Leadership Conference (SLC)	YES	Close of registration	**Upload + form:** Submit again for SLC. **Scoring:** New pre-judging plus 5-minute interview. Top 3 qualifying competitors advance to ILC.
International Leadership Conference (ILC / nationals)	YES	Published HOSA ILC deadlines	**Upload + form:** Submit again through the official processes. **Interview:** All competitors with the required document upload receive a 5-minute interview.

Eligibility and Form Checklist

☐ Confirm eligibility with your advisor: Secondary students classified under IDEA with an IEP only. A Section 504 plan alone does not qualify.

☐ Complete the current IEP Verification and Accommodation Form linked in the official guidelines. Submit to the state advisor by registration close for RLC and SLC; submit again through the official ILC process by its published deadline.

Late or missing eligibility form: You may compete, but 35 points are deducted. Work with your advisor on accommodation requests using Appendix H-1.

Not eligible for this event? Review Job Seeking Skills with your advisor.

Required Digital Upload Checklist

☐ Combine your personal statement and résumé into ONE PDF. Submit by each conference's deadline using its unique link; test that the PDF opens.

☐ Personal statement: Title page plus no more than 2 content pages. Content uses Arial 12, double spacing, English, 1-inch margins and letter-size pages.

☐ Title page: Event, your name, division, chapter number, school, chartered association and the opportunity you are applying for. Content-page headers: Last name/event at top left and page number at top right.

☐ Résumé: No more than 1 page. Use factual education, work experience, responsibilities and accomplishments relevant to your chosen opportunity.

RLC/SLC missing documents: You still receive an appointment, but the pre-judged personal statement and résumé components earn zero. ILC missing documents: No interview appointment. The eligibility form has its own 35-point penalty.

Prepare before the conference

☐ Select a health-related job, internship, scholarship or educational opportunity that matches your qualifications or current training.

☐ Use your personal statement to tell your story, show what makes you unique and explain why you fit the opportunity. Include information beyond your résumé.

☐ Practice explaining the opportunity and the skills you bring. These are the first two interview questions under the official guidelines.

You may revise your documents between conferences. Upload again for each conference; earlier documents and scores do not carry forward.

Required Documents and Dress

☐ Bring photo ID. Wear official HOSA uniform or proper business attire; proper dress earns bonus points. See Appendix D.

Take NO materials into the interview, including notes, a résumé or a personal statement. Nothing may be handed to the judges.

What to do at regionals and state

☐ Check in with the Event Manager and show photo ID. At SLC, arrive at the START of the posted event time frame.

☐ Receive your appointment time and stay at the event room in case the event runs early. Staff will escort you in and introduce you to the judges.

☐ Greet the judges professionally. Handshakes are allowed and encouraged at the beginning and end of this event.

☐ Answer the judges' questions within a maximum of 5 minutes. A timecard shows when 1 minute remains.

☐ Thank the judges, leave when dismissed, complete the event survey and leave the competition area.

Interview questions are a secret topic. Do not share or discuss them until the event has ended.

Scoring and advancement

Final score: Add pre-judged document scores to the interview score, then subtract penalties. Arizona requires at least 70% after penalties to advance.

RLC to SLC: Top qualifying scores advance. The state advisor notifies your local advisor of qualification.

SLC to ILC: The top 5 eligible competitors are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes.

Each conference is judged independently. Reupload documents and resubmit the eligibility form by the applicable deadlines.

Official guidelines and rubrics

HOSA event guidelines — select Interviewing Skills under Leadership Events for forms, document rules, sample questions and rubrics.

HOSA Appendix H-1 — eligibility verification and accommodation procedures.