



Job Application and Interview

Location: COS, Visalia

Chairmen

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Workforce Investment Board of Tulare County

CHECK-IN: 8:30 AM

CONTEST BEGINS: By Appointment

ELIGIBILITY: (Refer to General Information & Rules Page, limit of 8 participants per school.)

Phase I — Teachers must register their students at www.tkexpo.org no later than March 22, 2024.

Requirements:

Contestants are required to submit a completed application and a professional resume for the fictional position of an Administrative Support Specialist on or before March 25th, 2024, by e-mail to gangeles2@tularewib.org. **STUDENTS MAY REGISTER FOR AN ADDITIONAL COMPETITION, BUT IF SELECTED FOR PHASE II, THEY SHOULD WITHDRAW FROM ANY OTHER COMPETITION IN ORDER TO PARTICIPATE.**

Phase II — Once all submitted documents have been reviewed, twelve (12) contestants will be selected based on the quality of the application and resume and will be invited to compete in the interview process at the EXPO, on April 12, 2024. Interviews will be between 9:00 AM and 11:30 AM. Contestants will be notified of their interview time via email, by April 5, 2024. (This email will be sent to the student's email address indicated on their resume and/or the teacher who registered them.)

SCOPE OF CONTEST

Contestants are required to submit a completed application (attached) along with a resume that aligns with the posted job description and demonstrates their ability to meet the job requirements. During the interview panel, contestants will verbally demonstrate a comprehensive set of knowledge, skills, work habits, and character traits essential for success in the Youth@work agency. Emphasis will be placed on providing clear examples and stories from their experiences to illustrate the sought-after skills of an Administrative Support Specialist.

JUDGING CRITERIA:

(100 Point Scoring)

30% Professional Standard Application, Resume, and Responses

The application, responses to supplemental questions, and a professional resume are the qualifiers that will determine who will receive an interview. The top twelve (12) resumes will be selected and move on to phase II of the competition.



10% Professional Attire

Traditional organizations continue to encourage and/or require a more defined and professional dress code to maintain a professional image of themselves and the business where employees routinely interact daily with clients and business partners.

15% Clarity, Grammar, Emoting, Confidence, Overall Impression

Creating a positive first impression is crucial in any business setting. Incorrect grammar or the use of slang during an interview may lead the interviewer to question your education. Avoid expressions like "ain't," "she don't," and "texting language" as they are considered inappropriate. Ensure that your speech consists of complete sentences with consistent tenses. Remember that the interview is not the place for regional expressions or informal language. It is important to maintain a professional and polished communication style.

40% Identifies Skills, Expounds on Skills, Stories of greater evidence

Contestants should consider their stage in life, emphasizing school projects and/or activities, involvement in sports, volunteer work, internships and/or jobs and home responsibilities as the bases for lessons learned and skills developed. Interview questions will range from the commonly asked questions to statements provided on the resume. The best interviews include examples and stories of how a skill was learned. For example, detail the progression to the point with a focus on three elements: A statement of a problem you experienced, the approach you took to solving the problem, and the results you achieved.

5% Conclusion, Maneuvers conversation by asking good question(s) back to panel

The conclusion of the interview can be the most informative and dynamic moment of all. This is a time to thread a conversation that engages your interest in the interviews and their organization. It is also a good time to state the strengths you might have missed expressing earlier in the interview.



Administrative Support Specialist

Salary	\$20.50 - \$25 Hourly \$1,640 - \$2,000 Biweekly \$3,280 - \$4,000 Monthly
Job Type	Full-Time
Department	Workforce Development

Three (3) current vacancies (one bilingual and three English positions) with the Youth@work agency located in Tulare and Kings County. The anticipated life of this fictitious job listing is three months.

Who Are We? At youth@work, we lead innovation in Health, Construction trades, Business, and Agriculture. Our dynamic environment values creativity, and forward-thinking, and fosters a culture of collaboration, diversity, and work-life balance. Dedicated to delivering exceptional services, we make a positive impact through research, outreach, and revenue-generating grant programs.

We are actively seeking a dynamic and detail-oriented Administrative Support Specialist to join our dedicated team. In this role, you will be instrumental in managing key responsibilities within one of our priority industry sectors: Healthcare, Construction trades, Business, and Agriculture.

If you are a motivated individual eager to embark on a career in one of these industries, possess a strong inclination for independent work, and aspire for future growth, we encourage you to submit your application and resume. This is an exciting opportunity to contribute to our day-to-day operations and build a rewarding career. To apply, please send your completed application and resume to gangeles2@tularewib.org

Typical Duties:

Efficiently manage and organize administrative tasks to ensure smooth daily operations.

Coordinate appointments, and meetings, and maintain calendars for respective departments.

Handle phone calls, emails, and other forms of communication with professionalism and promptness.

Assist in maintaining accurate and up-to-date records for departmental activities.

Input and organize data using relevant software to support decision-making processes.

Effectively communicate within the team and with external stakeholders.

Draft and proofread correspondence, reports, and other documents as needed.

Monitor and record expenses, process reimbursements to customers, and maintain financial records.

Support team members in specific projects or initiatives as needed.

Employment Standards

Education: Completed a course in a Pathway program.

Knowledge of: Healthcare, Construction trades, Business or Agriculture procedures and terminology.

Skills/Ability to: Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles, and behaviors of both clients and co-workers; operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment; complete multiple priority projects with strict deadlines; give and follow verbal and written instructions; organize work in proper step-by-step order and carry out assignments to completion; observe safe work practices.

Benefits:

- 401(k), plus 5% matching
- Health/Dental/Vision insurance
- Paid holiday leave
- Paid sick leave
- Paid time off
- Health Savings Account
- Pet Insurance

Youth@work is an equal-opportunity employer committed to creating a diverse and inclusive workplace. Applications will be accepted until March 25, 2024.



APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION				
Name (Last)	(First)	(Middle Initial)	Home/Cell Phone	
Address (Mailing Address)	(City)	(State)	(Zip)	Message Phone
POSITION				
Position or Type of Employment Desired		Will Accept:		Shift
Are you able to perform the essential functions of the job you are applying, with or without reasonable accommodations?		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
		Date Available to Work		
Languages Read, Written or Spoken Fluently Other than English		Salary Desired		
EDUCATION AND TRAINING				
High School (Name and Location)	Dates Attended Month/Year	Graduate	Year obtain HSD or Equivalency	Major or Subject
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College (Name and Location)	Dates Attended Month/Year	Graduate	Degree	Major or Subject
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
HONORS & AWARDS				
EXTRA CURRICULAR ACTIVITIES				
WORK EXPERIENCES (Most Recent First - Include Volunteer Work, Paid or Unpaid Internships)				
Employer				
Address		City	State	
Job Title				
Your Job Duties				
Reason For Leaving			May We Contact This Employer?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) INFORMATION, IF APPLICABLE				
Branch of Service		Date of Service	Date of Discharge	
REFERENCES				
Name		Phone	Profession	
Name		Phone	Profession	
Name		Phone	Profession	

I certify the information contained in this application is true, correct, and complete to the best of my memory.
 I understand that, if employed, false statements reported on this application may be considered sufficient caused for dismissal.

Applicant Signature _____

Date: _____