



# 2021 Virtual Texas Area Conferences Job Seeking Skills



## TIMELINE

**January 6:** 2021 Virtual Texas Area Conference Registration Deadline for all areas

**January 13:** Materials upload due to Tallo by 11:59 pm CST

**January 15:** Virtual Opening Session (see full schedule for the time)

**January 20:** Conference Registration fees due

**January 22:** Round Two Finalists posted by 10:00 am CST  
Appointment times and Zoom link emailed to finalists

**January 25:** Live Interviews with Judges – 1:00 to 5:00 pm CST, by appointment

**February 10:** Virtual Grand Awards Session (see full schedule for the time)

**GUIDELINE MODIFICATIONS:** View Round One rubric [HERE](#)  
View Round Two rubric [HERE](#)



- The application has been removed. The cover letter and resume will be used as a round one. Top scoring competitors on the cover letter and resume will be asked to participate in a live interview with judges over the Zoom platform.
- The rubric has been adjusted to split the cover letter and resume into one score (round one) and the interview into a second score (round two). Points for quality handshakes were removed.
- Competitors will submit: 1) Cover Letter 2) Resume .
- Competitors will upload their materials as a single document, pdf preferred to the Job Seeking Skills event opportunity on Tallo – following the instructions outlined on the [HOSA/Tallo Instructions Page](#). These uploaded materials will be sent to the judges on behalf of the team.
- Uploads must be complete by January 13. The uploaded materials are what the judges will use to score competitors.
- If you do not upload your materials, there is no content to be judged, therefore no score will be given. Judges will receive materials on January 13, so if you miss the January 13 upload deadline, your material will not be sent to judges.

- **Pro Tip #1:** Practice uploading your links to Tallo prior to the January 13 deadline. You can upload materials to the event opportunity in Tallo, and then delete/edit/re-upload materials up until the January 13 deadline.
- **Pro Tip #2:** Do not wait until the last day to upload. Try to upload your materials before the deadline. If something goes wrong, you have time to troubleshoot!
- On January 22, the top scoring competitors on the cover letter and resume will be posted as round two finalists. Each Round Two Finalist will participate in a virtual interview with judges on January 25.

## TALLO

- Competitors will need to upload their materials to Tallo – a smartphone, tablet, or computer are needed to upload.
- If you have any issues uploading, please email Texas HOSA well before the January 13 deadline at [texashosa@texashosa.org](mailto:texashosa@texashosa.org).



## ZOOM

- For the live round two virtual interviews, this event will be using the Zoom platform.
- For a seamless event experience, competitors should download Zoom ahead of time to the device they plan to use for competition.
- Competitors should change/setup the “Display Name” in the Zoom account they plan to use so that it matches the name used for conference registration. Using the same name will ensure event staff recognize you and will admit you seamlessly into the live event.
- Competitors will be EMAILED a specific Zoom meeting link and password to use the day of the event. These will be emailed out at the same time the list of round two competitors are posted online: January 22.
- 10 minutes before their scheduled appointment time, competitors should click on the Zoom meeting link in the email. Competitors will be placed in a virtual “waiting room” and must wait to be admitted by the event staff.
- Ensuring the Zoom Display Name matches the Conference Registration Name will help avoid delays and issues while you are waiting to be admitted.
- Once you are admitted to the live Zoom event from the Waiting Room, you will see the judges and event staff already on the screen. Event staff will do a roll call to confirm the correct competitor and you will be asked to introduce yourself to test your audio and video. Video capability is required for this event.
- If you have trouble connecting to the Zoom meeting, call the CE Help Line immediately. 1-877-728-0150.
- If you get logged off in the middle of the event for some reason, immediately try connecting to the Zoom link again to re-enter. If that does not work, keep trying to call the CE Help Line immediately.

## **PARTICIPANT SAFETY**

Participant safety is a top priority for HOSA. Zoom.us is the video and virtual conferencing platform that will be used to conduct many HOSA Virtual Area Spring Conference components, including competitions and area officer applicant interviews. Several restrictions will be used to protect participants in the platform. Every individual competition room used will have a unique passcode. That passcode will only be made available to judges and participants in that round. The ability to use Zoom backgrounds will be turned off. The ability to share screens and file share through the chat will be turned off. Waiting room features will be turned on for all events, so only authorized competitors and staff will be granted access. The Private Chat feature will be disabled to prevent communication that event moderators cannot see. All judges and competitors will be given a strict naming process that must be used in each event (e.g., Competitor – Suzy Smith) so that all persons may be easily identified. Finally, conference staff and competitive event volunteers will be monitoring all Zoom rooms during competition. They will quickly remove anyone violating competition policy. Competitors may report disruptions to the conference helpline, where staff will be prepared to handle any problems immediately.

## **SECURITY & ETHICS**

- All competitors are required to review the Virtual Texas Area Conference Security and Ethical Statement found [HERE](#).

## **DRESS CODE**

- As Future Health Professionals, HOSA members should present themselves in a professional manner for all recorded video presentations and/or live events as part of the Texas HOSA Virtual Area Spring Conference; however, dress code bonus points will not be awarded this year.