**Job Interview**

**Purpose:** To help the student develop a knowledge and understanding of how to apply for a job by providing an opportunity to participate in an actual job interview in competition with other students.

**Procedures:** Job Interview will take place at Fall LDC. Top 3 will earn a medal.

**Specifics:** Students are required to bring a Cover Letter and a one-page (8 ½ x 11) resume. Resume and cover letter should be brought to the interview and handed to the judge.

**Judging:** Students are rated on such factors as introduction, manner of answering questions, ability to express himself, and general attitude.

* Entries shall be limited to one participant from each chapter.
* Job Interview is not a national event.
* Questions asked to all participants should be the same.
* Judges should break all ties. If judges do not break the tie, the participant receiving the most points for the actual interview will become the finalist.
* Entries are limited to 1 per chapter.

**Job Interview**

**Rating Sheet**

**Participants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **Poor** | **Fair** | **Good** | **Excellent** | **Judges Points** |
| **Personal Appearance**  (interviewer’s use) The Applicant’s neatness, grooming & attire. | **0** | **3** | **6** | **10** |  |
| **Resume**  Neatness, typed, one-page completeness. | **0** | **5** | **10** | **15** |  |
| **Cover Letter**  Neatness, typed, one-page completeness | **0** | **5** | **10** | **15** |  |
| **Interview-First Impression**  (interviewer’s use)  The applicant’s greeting, introduction, poise, & courtesy | **0-5** | **6-10** | **11-20** | **21-25** |  |
| **Interview- Core Interview Factors** (interviewer’s use)The applicant’s knowledge, attitude, interest, confidence, personality, initiative & sincerity. | **0-5** | **6-10** | **11-20** | **21-25** |  |
| **Overall Impression** | **0** | **3** | **6** | **10** |  |
| **Total Points** |  |  |  |  |  |

Judges Initials: \_\_\_\_\_\_\_\_\_\_\_

Comments:

**Summer Marketing Internship**

**Description**

Why us? Going Extra, Inc you are not considered an intern but a part of our team. We want you to learn about Public Relations and Marketing from the ground floor up. We provide hands on training that will give real world experience to anyone looking to break into the Marketing business. We work with both start-up companies and established well-known brands. Many clients are in the outdoors, fashion, beauty, and sports industries. The Going Extra, INC team is a blend of seasoned professionals, middle level and entry level with several commonalities - highly skilled, motivated, and above all, talented. Going Extra’s clientele is the best of the best and hold our employees to that same standard.   
  
What’s The Going Extra, INC Culture? Rewards, Rewards, Rewards! We believe in rewarding a job well done and respect that you have a life outside of work. We have flexible work schedules. A sense of humor your best asset at Going Extra, INC and we encourage you to showcase it!

**Responsibilities:**

* Responsibilities include but are not limited to:
* Develop a top level understanding of clients/products
* Editorial Calendar Research
* Daily Competitor/Industry News Searches
* Scanning clips/Maintenance of Client clip books and/or database
* Creating and Updating Media Lists
* Company Administrative
* Creating Social Media Campaigns
* Updating Facebook, Twitter. Corporate Blog
* Attend Company Events
* Fulfilling Product Requests/Mailings
* Participate in creative discussion
* Trade Show Support

**Attendance**

As a member of the Going Extra, INC team it is expected that you show up on time ready to work. Be responsible and professional with your time.

**Compensation**

We will offer an hourly pay rate or stipend based on experience and the amount of time the intern is committed to working. Internship periods will be 8 weeks in the Summer Months.

**What you’ll get out of the experience**

* Access to industry standard creative software
* Access to a creative environment and some of the best minds in the biz
* *One on one* time with your mentor
* Opportunity to build your resume and portfolio
* Opportunity to learn real world work skills
* Build relationships and create professional contacts

**Measuring Success**

While the real measure of a successful internship is the skills you gain as an intern, the following skills are required for interactive professionals and are necessary to even be considered for the position. The internship will build on these skills while introducing you to new skills associated with interactive design and development.

**Skills needed**

* Fluent in English
* Highly motivated & ambitious
* Keen to learn, listen, explore and give to others

**Qualifications**

* High School Student or recent graduate
* Previously or currently enrolled in a Marketing Course

Interested Students should send a Resume & Cover Letter to:

Going Extra, INC

Personnel Department

P O Box 123

Atlanta, GA 30303