GUIDELINE MODIFICATIONS

- 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 to the Job Seeking Skills event opportunity on Tallo - following the instructions outlined on the HOSA/Tallo page.
- Uploads must be complete by June 1st. 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 June 2nd, so if you miss the June 1st upload deadline your material will not be sent to judges.
- **Pro Tip #1**: Competitors should practice uploading your links to Tallo prior to the June 1st deadline. You can upload materials to the event opportunity in Tallo, and then delete / edit / re-upload the materials up until the June 1st deadline.
- **Pro Tip #2**: Don’t 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 June 23rd, the top scoring competitors on the cover letter and resume will be posted as the Round 2 finalists. Each Round 2 finalist will participate in a live virtual interview with judges on Thursday, June 25th.

VIRTUAL ILC - EVENT INFORMATION

**Job Seeking Skills**

**Timeline**

- **May 22**: ILC Conference Registration Deadline
- **June 1**: Materials Due to Tallo by 11:59pm CDT
- **June 23**: Round 2 Finalists Posted, 10:00 am CDT
- **June 25**: Live Interviews with Judges - Morning, time TBD
- **June 27**: Awards Session, 4:00 pm CDT

**4.29.2020**
Technology Needs

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 HOSA, well before the June 1st deadline, at hosa@hosa.org

ZOOM
- For the live round 2 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 2 competitors are posted online: on June 23.
- 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.
- 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 doesn't work, keep trying and 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 ILC components, including competitions and executive council applicant interviews. A number of 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. More information on Zoom’s privacy can be found here.

Security & Ethics

All competitors are required to review the HOSA Virtual ILC 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 HOSA Virtual ILC 2020; however, dress code bonus points will not be awarded this year.

Available Resources

During the COVID-19 Pandemic, many textbook companies are offering free or reduced pricing for e-learning materials. Additionally, many internet service providers are offering internet services at a reduced cost. Please review the link HERE for additional information.