

2021 IEEE REGION 3 SOUTHEAST CON

STUDENT Interview COMPETITION RULES

I. OVERVIEW

In the IEEE Region 3 Interview Competition, IEEE students will compete receive as many mock interviews as possible in a set time period. It will be on the students to find interviewers and set up a virtual mock interview. The interview can occur over phone or any other conference platform of their choice (i.e. Skype, Google Meet, Zoom). Students will compete individually and there is no limit on the number of students that can compete from a single student branch. Any Region 3 student with an IEEE student membership is allowed to participate. This includes graduate students.

The scoring process of this competition will be based on the assumption that the quality of an interview will be correlated with the number of mock interviews the student receives. Therefore, students will earn a set number of points for every mock interview they receive. The number of points will be dependent on the category of the interviewer (i.e. student, IEEE Section member, University faculty/staff, etc.). A full list of interviewer categories and their points will be detailed in the competition rules.

The students will be expected to submit proof of their interview to the Interview Competition. Details of how to submit proof of the interview will be found in the Interview competition rules.

Competition Timeline

Key Dates

- | | |
|--------------------|--|
| February 1st, 2020 | Registration for the Interview Competition opens which means that students can start receiving interviews. In other words, mock interviews can occur any time after this point until the competition closes. |
| March 13th, 2021 | Competition ends and no more mock interviews will be accepted after 12 PM on March 13 th 2021. In other words, students have until this time to submit their interviews (i.e. the emails verifying their interviews). |

Competition Process

Below is a breakdown of the competition process. The remaining section of this document will address the details needed to complete each step:

1. Compose a resume

There are no requirements on format of the resume. If a student already has a resume then they can use that for the competition.

2. Find someone willing to virtually mock interview you and send them your resume

Interview does not have to be for an actual job. Interviewer qualification and resources are found in these rules.

3. Conduct a virtual interview (remember, the student is the one being interviewed)

Criteria for the virtual interview is found in these rules

4. Submit interview email to SAC (this will be what is used for you to receive points)

Criteria for this email is found in these rules.

5. Complete interviews and submit all interviews to SAC by March 13th, 2021 at 12 PM

Student must be registered for both the Southeast Con Conference and the Interview competition by this point.

Registration

There are two registrations that students need to be aware of; conference registration and competition registration. All students competing in student competitions must register for both the conference and the competition. Information for both registrations are as follows:

- 1) Conference registration (i.e. IEEE SoutheastCon 2021 registration)
 - a) Registration URL: <https://attend.ieee.org/southeastcon-2021/registration/conference-registration/>
 - b) Costs for students to register is \$20 a student. All students competing on an Outreach Competition team must register for IEEE SoutheastCon.
 - c) Students must register for the conference before March 13th, 2021 if they are competing in the Student Interview Competition.
 - d) Because SoutheastCon 2021 will be virtual, students should not expect any additional costs such as travel or hotel

- 2) Student Interview Competition registration
 - a) Each student competing in the Interview Competition must fill out a registration form (found in the appendix of this rules document) and emailing it to ieesacregion3@gmail.com along with their resume at the start of the competition
 - b) Students compete in the Interview competition as teams of 1 and there are no limits on the number of students that can compete from the same student branch.
 - c) Once a student submits the Interview Competition registration form, they will be registered for the Interview Competition.
 - d) There are no fees for students to register for the Interview competition (aside from the costs for students to register for the conference)

II. INTERVIEW COMPETITION RULES

Interview requirements

All activities the students conduct for the competition must be conducted virtually and not require any in person interaction during the COVID 19 pandemic. The interview must be conducted verbally (this means it cannot take place over email or chat). Therefore, the interview must take place over a platform that allows verbal communication (i.e. a phone call, zoom, skype). The students do not need to record or submit videos of the interview. If the student would like to record their interview for their own benefit then they must receive permission from their interviewer and ensure that the interviewer knows that it is the students request and the videos will not be submitted to IEEE.

There are no requirements for the formatting of Interviews. We believe that both well-run and poorly-run mock interviews will be of benefit to the student and so we will let randomization take its course. Therefore, there is no requirement on the number of questions the interviewer must ask, level of technical difficulty, or amount of time. The students must inform the interviewer of this so that the interviewers can decide for them self what type of interview they want to provide for the student. Students will be disqualified if they provide the interviewer with questions to ask them or do any actions that would control or stage the interview.

The interview does not have to be for an actually job. The goal of the competition is for the students to receive as many open formatted mock interviews as possible.

Interviewer requirements

The following table is a list of allowable interviewers and the number of points the student will receive for receiving a mock interview with the interviewer:

| Interviewer Categories | |
|---|-----------|
| IEEE Student Member that is not from the same student branch as the interviewee | 2 Points |
| University Faculty or Staff Member | 4 Points |
| IEEE Professional Member | 6 Points |
| IEEE Young Professional Member | 8 Points |
| IEEE Senior Member | 10 Points |
| IEEE Life Member | 12 Points |
| IEEE Fellow Member | 14 Points |

An interviewer can only receive points for one category. If the interviewer falls into multiple categories, they will only receive points for one of the categories. More details on how to report the category of the interviewer is found in the interview submission section.

Interview submission process and requirements

Once the student has completed receiving a mock interview, the student must send an email to ieeesacregion3@gmail.com with the following format. This email must be sent within 48 hours of when the interview occurred and must be sent before the closing time of the competition on March 13th at 12 PM:

| |
|---|
| To: ieeesacregion3@gmail.com |
| CC: <i>(the email address of interviewer)</i> |
| Title: <i>(students name) Interview with (interviewers name)</i> |
| Body: <i>(interviewers name) interviewed me on (date that interview occurred) and is a (interviewer category, i.e. IEEE professional member, faculty or staff).</i> <i>(1-2 sentences thanking the interviewer for their time)</i> <i>(1-2 sentences stating recommendations the interviewer offered and you found helpful)</i> |

- 1) Some interviewers might fall into more than one interviewer category. However, the interview can only receive points for one category. If the interviewer belongs in more than one category, then it is the job of the student to state the category of the interviewer that they would like the interview to receive points on. For example, if the interviewer is a University staff member (which would receive 4 points) as well as an IEEE life member (which would receive 12 points) then the first line of the interview submission email should state "IEEE Life Member" in the *interviewer category* blank if the student would like to receive the 12 points instead of the 4.
- 2) Each interview submission email must address no more than one submission. Students can not send a interview email that contains multiple interviews and interviewers.
- 3) If an email comes back with a failure to deliver due to invalid email address of the interviewer, the interview will not be counted.

APPENDIX A: ADDITIONAL RESOURCES

Discord Channel

Students are encouraged to follow the Interview Competition discord discussion on the 2021 SoutheastCon discord channel. This will be the best place for students to stay in the loop on information for the Interview competition as well as other student competitions. Information for the discord channel is found at: <https://attend.ieee.org/southeastcon-2021/student-program/>

INTERVIEW COMPETITION REGISTRATION FORM

Fill out this form and attach it, along with your resume, to an email addressed to:
ieeesacregion3@gmail.com

| Student Interview Competition Registration Form <i>IEEE Region 3 Southeast Con 2021</i> | |
|---|--|
| <u>Name of Student</u> | |
| <u>Name of University</u> | |
| <u>Statement from the student on what motivated them to compete in the Interview competition</u> | |

Students must submit a copy of their current resume along with sending this completed registration form.