

# WISCONSIN PAGES



WISCONSIN  
BUSINESS  
PROFESSIONALS  
of AMERICA  
Giving Purpose to Potential

## GET READY!



## SLC 2021 is almost here!

# NATIONAL BPA OFFICER TEAM UPDATE



*National Post-Secondary Vice President John Lucas Guimares from Massachusetts is the designated Wisconsin National Officer Contact for the 2020-21 school year. The Wisconsin State Officer Team looks forward to collaborating with the National Officer Team to keep our members informed of upcoming events and opportunities available through the National Office of Business Professionals of America.*

*John Lucas has shared the following updates with Wisconsin BPA:*

The Post-Secondary National Officer Team held the first ever Post-Secondary Town Hall back in late November geared towards teaching members skills that companies and employers are looking for, as well as ways for students to network professionally. The recording of the event can be sent to your advisor if you are interested in viewing it.

There are two more Town Halls planned for this year. The next Town Hall has been postponed for a date to be determined in February. Everyone will be updated as soon as more information becomes available.

The National Officer Team is developing our SLC Workshop presentation. We have been requested by some states to host a workshop, so we are making a pre-recorded workshop and providing them to states upon request. We are waiting for a decision from the National Office about the National Leadership Conference being in person in Orlando, FL; completely virtual; or some hybrid form. Please stay tuned!

February is Career and Technical Education (CTE) month and in celebration, BPA holds "BPA Week" annually during the second full week of February. This year BPA Week occurs February 8-14, 2021! Please join the National Officer Team for some fun and engaging activities on Facebook, Twitter, and Instagram! See the posters for each day's theme.

## BPA WEEK

February 8-14, 2021



### Making It Monday

Share with us what you're doing to "Make It" in life/BPA and where you'll be when you've made it!

### Team Tuesday

Post what your teams are doing in WSAP events and show your appreciation for your hardworking team members!

### Wellness Wednesday

List what strategies you use to get you positive, in a good mental state, and feeling well!

### Thriving Thursday

Share your BPA journey; by sharing pictures of how you started in BPA and how it's going!

### Theme Friday

Post what your perspective of the theme is; how you're empowering/being empowered, what you envision for the year, and how you plan to ignite your potential!

### Selfie Saturday

Share a selfie of you and your friends representing BPA merch or attending BPA events!

### Service Sunday

Post pictures of you and your chapter's involvement in service and volunteering activities!

# ~BPA Week~

## Wisconsin Edition!

### February 8 - 14, 2021

Be sure to participate in the Wisconsin and National Center BPA Week Activities



## BPA Week 2021

### *Wisconsin Edition*

#WIBPA #BPARocks #BPAALLDAY

<b>Memory Monday</b>	<b>Marvelous Memories!</b> Post your favorite BPA memory/college memory
<b>Torch Tuesday</b>	<b>Log Those Points!</b> Check out the list of suggestions for Torch Award points and enter in your points.
<b>Wear it Wednesday</b>	<b>Show your Professionalism!</b> Post photos in business professional attire/competing in contests
<b>BONUS: Wednesday Webinar</b>	<b>Merit Scholar Madness!</b> Join us for a virtual interactive session to help you prepare for the Wisconsin Merit Scholar Test. <b>7pm Wednesday, February 10, 2021</b> Click <a href="#">HERE</a> to register for the session.
<b>Thankful Thursday</b>	<b>Share Your Gratitude!</b> Tag or write in the comments about who you are thankful for (BPA/college)
<b>Friyay Friday</b>	<b>Show Your Spirit!</b> Post a photo wearing your BPA or school apparel



CELEBRATE TODAY.  
OWN TOMORROW!

# **Important WI BPA 2021 SLC Information**

***The 2021 Wisconsin State Leadership  
Conference will be VIRTUAL!***

**Students, connect with your BPA Chapter  
Advisor to register for SLC -ASAP!**

**All testing will be held online and Judged events will  
be held via Zoom. There will be some great virtual  
events and activities for you to participate in.**

**Please register by Monday, February 15, 2021**

- ***Virtual Opening Session & Awards Ceremony***
- ***Virtual Torch Award Points (TAP) Fair***
- ***Free Microsoft Certiport Certification Testing - open to  
students, advisors and Alumni members!***
- ***Virtual BPA Cares Activities***
- ***Virtual Social Event***
- ***Virtual Breakout Sessions***
- ***Much, much more!***

**Check out the event listings for new events this year:**

**<https://bpa.org/students/compete/competitive-event-listing/>**

# Important WI BPA 2021 SLC Information

## 2021 BPA State Leadership Conference Schedule Thursday, February 25, 2021

TIME	EVENT	LOCATION
10:00am - 11:00am	Opening & First General Session	ONLINE
11:00am – 11:30am	BREAK	ONLINE
11:30am – 12:00pm	Voting Session <i>(Voting Delegates required to attend)</i>	ONLINE
11:30am – 6:00pm	Judged Events	ONLINE
11:30am – 6:00pm <i>Last test starts at 5pm</i>	Open Event Testing & Merit Scholar Testing	ONLINE
11:30am – 6:00pm	Torch Award Points (TAP) Fair	ONLINE
11:30am – 6:00pm	BPA Cares Activities	ONLINE
1:00pm – 6:00pm	Certiport Testing <i>(FREE but registration required)</i>	ONLINE
1:00pm – 4:00pm	Workshops	ONLINE
7:00pm - 8:30pm	Social Event	ONLINE
8:30pm	Run-off Postings	ONLINE

# Important WI BPA 2021 SLC Information

## 2021 BPA State Leadership Conference Schedule

Friday, February 26, 2021

TIME	EVENT	LOCATION
8:00am - 10:00am	Run-Offs	ONLINE
8:00am - 11:00am	<b>Certiport Testing</b> <i>(FREE but registration required)</i>	ONLINE
8:30am - 9:30am	<b>State Officer Candidate Interviews</b>	ONLINE
9:00am - 9:50am	Workshops	ONLINE
10:00am - 10:30am	<b>Torch Ceremony Rehearsal</b> <i>(only Torch Ceremony volunteers required to attend)</i>	ONLINE
10:00am – 11:00am	<b>BREAK</b>	ONLINE
11:00am - 1:30pm	Awards Session	ONLINE
1:30pm - 2:00pm	New Officer Orientation	ONLINE

# Important WI BPA 2021 SLC Information

## TESTING TIMES – Non-Judged Events

*Note: These are open lab times to complete all non-judged or Open Events*

Date	TIMES
Thursday, February 18, 2021	4:00pm – 9:00pm
Friday, February 19, 2021	8:00am – 8:00pm
Saturday, February 20, 2021	9:00am – 6:00pm
Monday, February 22, 2021	8:00am – 12:00pm

## Microsoft Certiport Testing Times

*Note: These optional certifications. Registration is required and seating is limited per testing time.*

Date	TIMES
February 19, 2021	9:00am – 10:00am
February 19, 2021	11:00am – 12:00pm
February 19, 2021	1:00pm – 2:00pm
February 19, 2021	3:00pm – 4:00pm
February 22, 2021	9:00am – 10:00am
February 22, 2021	11:00am – 12:00pm
February 24, 2021	1:00pm – 2:00pm
February 24, 2021	4:00pm – 5:00pm
February 25, 2021	1:00pm – 2:00pm
February 25, 2021	2:00pm – 3:00pm
February 25, 2021	3:00pm – 4:00pm
February 25, 2021	4:00pm – 5:00pm
February 25, 2021	5:00pm – 6:00pm
February 26, 2021	8:00am – 9:00am
February 26, 2021	9:00am – 10:00am
February 26, 2021	10:00am – 11:00am
February 27, 2021	9:00am – 10:00am
February 27, 2021	11:00am – 12:00pm
February 27, 2021	1:00pm – 2:00pm
February 27, 2021	3:00pm – 4:00pm



# ARE YOU READY TO ANSWER THE CALL TO LEADERSHIP?



## **We are seeking candidates to run for next year's State Officer Team!**

Are you ready to take the next step in your Business Professionals of America (BPA) journey? Are you dependable, and ready to help Wisconsin BPA grow to a new level along with yourself? Then run for a position on the WI State Officer Team!

Wisconsin State Officers are members of the "Executive Board", and work closely with their Advisors, the State Officer Coordinator, and State Director in the planning of the Fall and State Leadership Conferences as well as deciding the direction of the organization. More information can be found throughout this newsletter, as well as our February edition.

Please contact a member of the State Officer Team for additional information or if you have questions. Applications are located at the link listed below and are due on Monday, February 15, 2021 by 11:59 p.m. CST.

**<https://forms.gle/2YmndojKcQJ3U4ov7>**

Good luck to all our candidates and best wishes for a successful campaign!



WISCONSIN  
**BUSINESS  
PROFESSIONALS**  
of AMERICA  
*Giving Purpose to Potential*

# WISCONSIN STATE OFFICER CANDIDATE RULES AND REGULATIONS

## Eligibility

In order to run for a position on the Executive Board, the applicant must:

- Be a current paid member of the Local, State, and National Associations
- Have at least a 2.5 cumulative grade point average in his/her program and must be enrolled in a minimum of 6 credit hours for the school year and it is expected that a minimum of 6 credit hours would be maintained during the term of the WI State Officer position
- Submit complete Wisconsin BPA State Officer application materials
- Attend a Candidate Orientation at the Wisconsin State Leadership Conference (if running at state)
- Be prepared to present a campaign speech and participate in the Candidate Forum at the General Session of the conference and answer questions from the current officers

## Campaign Regulations

Candidates, chapter members, and chapter advisors must follow all campaign regulations. Failure may result in disqualification of the candidate.

Official Starting Time:

- Campaigning may begin immediately at the beginning of the conference

Campaign Materials:

- General Guidelines
  - Campaign speech may not contain reference to a specific Executive Board position
  - Promotional materials (pens, brochures, food products, etc.) are not permitted
  - Hospitality rooms are not permitted
  - The candidate may submit one promotional flyer and/or bio to the State Director twenty-four (24) hours prior to the beginning of the conference for Executive Board approval, to be posted at the conference
  - If the candidate is in doubt about what is allowed, contact the State Director
  - Candidates are encouraged to network with students throughout the conference



# WISCONSIN STATE OFFICER CANDIDATE RULES AND REGULATIONS

## **Candidate Attire/Behavior**

- Candidates are to dress professionally per the BPA Dress Code for all conference activities unless otherwise noted (Casual dress is appropriate for dances, alumni-sponsored activities, and free time)
- Ensure your behavior is appropriate to an officer of our organization, the voting delegates have been instructed to watch your actions carefully

## **Candidate Seating (specific to SLC)**

- All candidates will be seated in the designated reserved section
- All candidates must be seated at least five (5) minutes prior to the start of sessions

## **Candidate Speech**

- The speech may not contain any reference to a specific Executive Board position
- The speech is timed and limited to two (2) minutes
- Candidates will be given a time warning when one (1) minute remains
- Candidates who exceed two (2) minutes will be stopped
- The candidate may use note cards or printed speech
- Nominations, introductions, visual aids, and demonstrations are not allowed

## **Candidates' Forum**

- The candidates' forum will be during the General Session at the State Leadership Conference or during the beginning of the BPA Business Meeting at the Fall Leadership Conference
- Each candidate will answer two (2) questions, one from each of the following categories:

### **BPA Questions**

- What qualifications do you have to serve on the Executive Board?
- What do you hope to contribute to the State Association?
- Why did you initially join Business Professionals of America?
- What impresses you the most about our organization?
- Tell us how you prepared to run for this position on the Executive Board.
- What are your goals for Business Professionals of America?
- What do you hope to gain by being a member of Business Professionals of America?
- Special Olympics is our nationally recognized service project, what ideas do you have to increase awareness and support for their organization?

### **General Questions**

- Tell us your definition of a business professional.
- Why do you wish to be an officer?
- What is your greatest strength as a leader?
- What is your greatest weakness, and what steps have you taken to overcome it?
- Tell us about a time when you had to work with others to accomplish a goal?
- Tell us about a time you had to step out of your comfort zone?
- How do you plan to handle school, work, family, and an officer position?
- What are your career goals after you graduate?

# 2021 Mike Tokheim Scholarship



**Apply for the Mike Tokheim Scholarship [Click HERE](https://forms.gle/LZzbcxbQfw3k9JMu5)**

<https://forms.gle/LZzbcxbQfw3k9JMu5>

***We will be awarding four (4) scholarships in the amount of \$200 each!***

## **What is the Mike Tokheim Scholarship?**

This scholarship has been established by the Business Professionals of America Wisconsin Association State Officers to recognize outstanding members in our organization. The recipients of these scholarships will exemplify the core values of Business Professionals of America: leadership, service, and extraordinary involvement. There will be a maximum of 4 awards given during Wisconsin SLC in the amount of at least \$200 each.

## **Requirements**

To be eligible for this award, applicants must meet the following requirements:

- A member in good standing with the organization
- Minimum cumulative grade point average of at least 3.0 on a 4.0 scale
- Applications must be completed and submitted by the assigned deadline

*NOTE: Advisors and Alumni are not eligible for this scholarship.*

## **Instructions**

All applicants must complete the Mike Tokheim application form NO LATER THAN the 15th of February at 11:59 p.m. Applications received after this time will not be considered.

Recipients will be announced during the 2021 State Leadership Conference Awards Ceremony.

# TORCH AWARD PROGRAM

## Why Participate?

- Demonstrate the qualities of leadership and professionalism
- Interact with business leaders, civic organizations and communities
- Learn positive ways to impact the areas where you live
- Grow through the nine pillars of the program

Hope | Faith | Love | Cooperation  
Knowledge | Service | Leadership  
Friendship | Patriotism



## LEVELS OF TORCH



[bpa.org/torch-awards](http://bpa.org/torch-awards)



# Torch Awards



## THE ROAD TO AMBASSADOR: EARNING YOUR STATESMAN AWARD

It is that time of year to make sure all your Torch Awards are entered, as SLC will be happening soon. We would love to see a record number of you receiving your Statesman Award before achieving Ambassador!

*The final day to submit your Torch Points to be recognized as a Statesmen here in Wisconsin is Monday, February 15, 2021 at 11:59 p.m.*

To receive the Statesman Torch Award all you need to do is complete 50 points in each category. I am going to provide an example from each category to get you started, as well as example from each category that you can do during the Virtual State Leadership Conference. This will give you a boost in completing your Ambassador Torch Award requirements. Once this is achieved, you will be recognized during the National Leadership Conference in May.

### LEADERSHIP

- **#135:** Complete Series 1 of the National BPA Student Certification Series (complete now)  
*Visit the national website for more details: [bpa.org/students/student-certification](http://bpa.org/students/student-certification)*
- **#108:** Campaign as a State Officer Candidate (to complete at SLC)  
*Review pages XX of this newsletter for more details!*
- **#122/#123:** Serve as a voting delegate or head voting delegate (to complete at SLC)

### SERVICE

- **#235:** Volunteer and/or participate in a social media campaign, workshop, conference or other educational event to educate others on social justice issues (complete now)
- **#215:** Volunteer and/or participate in an activity that promotes the concept of "going green" (complete at SLC)

## COOPERATION

- **#322:** Organize a BPA week event or activity; identify activity complete (complete now)
- **#301:** Participate in presenting a BPA ceremony, such as a Torch Award Ceremony or an Officer Installation Ceremony (participation means having one of the major speaking parts complete at SLC)  
*Email the State Officers about how you can participate in the Torch Award Ceremony!*

## KNOWLEDGE

- **#422:** Study the current guidelines for a BPA Cares award in the BPA Cares Award Handbook; cannot be used in conjunction with Knowledge #417 (complete now)
- **#410:** Participate in a BPA nationally approved competitive event at the state level; identify the state conference and name of the competitive event (complete at SLC)

## FRIENDSHIP

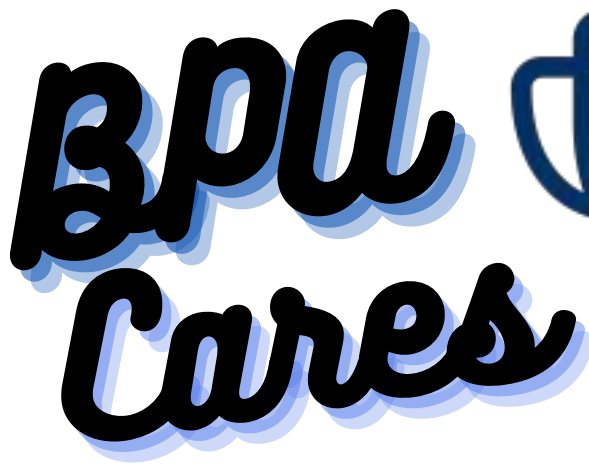
- **#502:** Attend an official local BPA chapter meeting (complete now)
- **#505:** Attend a BPA State Leadership Conference (identify the conference)

## LOVE, HOPE, FAITH

- **#606:** Work with underprivileged, disabled people on an individual basis, such as serving as a tutor, working with a disabled child weekly; does not have to be BPA related (complete now)
- **#620:** Attend a professional play/musical, music concert or recital, dinner theater, ballet or other dance/cultural performance (complete at SLC)

## PATRIOTISM

- **#711, 712, 715:** Vote in a local, state or national election (complete now)
- **#724:** Participate in an activity that supports US Military (complete at SLC)



**VIEW THE BPA CARES HANDBOOK ONLINE:**  
[HTTPS://BPA.ORG/STUDENTS/BPA-CARES/](https://bpa.org/students/bpa-cares/)

It's that time of year again for all of us to show what we have done for BPA, our chapters and our communities. This means it is time to submit your activities for recognition in BPA Cares, and it is time to bring the Professional Cup back to Wisconsin, where it belongs!

BPA Cares is a program coordinated at the national level that shines a light on and recognizes local chapters and members who participate in community service through BPA. Participation in this program means that members are engaging in worthwhile projects that support the betterment of their community while having the opportunity to receive recognition from the national organization.

There are a few areas where you and your chapter can get recognized in this program:

## **SERVICE LEARNING**

The purpose of the Service-Learning Awards Program is to encourage individuals and chapters to be involved in their community through service activities. The awards available in this category include the Community Service Award, the Environmental Action & Awareness Award, Safety Awareness Award, Service Learning Individual Award and the Special Olympics Award.

## **SPECIAL RECOGNITION**

The purpose of the Special Recognition Awards Program is to encourage individuals and chapters to support and promote their organizations. The awards available in this category include the BPA Marketing and Public Relations, BPA Merit Scholar, Chapter Activities Award of Excellence, Recruiter of the Year Award, Membership Explosion Award, Social Media Award, and the Professional Cup. Applications are not required for the Merit Scholar, The Professional Cup or Membership Explosion Award. These awards are given directly through National BPA.

## **PROFESSIONAL AWARDS**

The purpose of the Professional Awards Program is to acknowledge the dedication and service of our supporters. The awards available in this category include the Advisor of the Year Award, Emerging Advisor of the Year Award, Emerging Professional of the Year Award, Outstanding Student of the Year, Hall of Fame Award and Outstanding Service Award.

2020 was a trying year for all of us and 2021 is starting out to be a new adventure, as well. This also gives us an opportunity to reinvent ourselves, to take on the world in a whole new way, and to make a difference like no other. In saying such I hope that all of you were able to find a way to make a difference in yourselves, your community, and your environment.



## **BPA Cares Application**

<https://forms.gle/S9Ta8vR1EbDLAffa8>

- WI BPA Marketing and Public Relations Award
- WI Community Service Award
- WI Environmental Action/Awareness Award
- WI Special Olympics Award

## **Special Recognition Awards Program**

<https://forms.gle/WzEpeKBaEB6B6bc36>

- WI Member Recruiter of the Year Award

## **Professional Awards Program**

<https://forms.gle/wGiWT7Gwwaz3LgDH6>

- WI Advisor of the Year Award

**Please submit by  
Monday, February 15, 2021**



# How to Prepare for Competitions



In the spirit of transparency, the Wisconsin BPA State Officer team wants to make sure all of our competitors understand how to prepare for their contests at the upcoming State Leadership Conference. As a team, we believe that competitions should be reflective of everyone's preparing and competing to the best of their ability.

Preparing for your contests is not as simple as 'showing up'. It is necessary to take time to review the WSAP guidelines to know what competencies will be covered and how you (as the competitor) will need to demonstrate them. Once you have done this, prepare accordingly!

While everyone is busy with academic, professional and familial obligations, these tips can help give you a competitive edge:

- Register for competitive events where you have a strong knowledge base
- Ask your advisor and chapter members who have competed in the event before; they can provide insights about how to put your best foot forward
- Review all information on each of your events; some events require preparation and/or submissions in advance of your competition
- Download the WSAP Competitive Events Guidelines for each of the events you are competing in. This is critical if you are competing in an event that gives a scenario to resolve as pre-work for your contest!

# Unsure of where to access the WSAP Guidelines handbook?

## We have you covered!

- NAVIGATE TO THE MAIN WEBSITE: [HTTPS://BPA.ORG/](https://bpa.org/)
- CLICK ON THE 'MEMBER GATEWAY' LINK AT THE TOP OF THE HOMEPAGE
- ONCE YOU GET TO THE BPA MEMBER GATEWAY LANDING PAGE, CLICK ON THE TAN 'BPA MEMBER LOGIN' NEAR THE TOP OF THE PAGE
- ENTER YOUR MEMBER ID/PASSWORD AND CLICK THE GREEN 'LOGIN' BUTTON. REACH OUT TO YOUR ADVISOR IF YOU DON'T HAVE YOUR LOGIN DETAILS!
- CLICK ON THE WSAP DOWNLOAD CENTER TO ACCESS THE WSAP COMPETITIVE EVENT GUIDELINES FOR EACH OF YOUR EVENTS. THIS IS CRITICAL IF YOU COMPETE AN EVENT THAT REQUIRES PRE-WORK SUBMISSIONS!
- ON THE COMPETITIVE EVENTS DOWNLOADS PAGE, SCROLL DOWN TO THE 2020-21 POST-SECONDARY SECTION AND CLICK ON EITHER THE 'COMPLETE GUIDELINES' OR A SPECIFIC CONTEST CATEGORY TO DOWNLOAD THE GUIDELINES

## Remember: Preparation is key!

- Select events where you are knowledgeable about the subject matter
- Review/study before your contests to strengthen your skills
- Take the open exams
- Join a team event with your chapter members
- Enjoy the rewards of your efforts at State and Nationals

*You are your greatest competitor.  
You got this! Good luck!*

# HOW TO ACE INTERVIEW SKILLS (IN BPA AND BEYOND!)

**Written by: Barb Steele,**  
*Wisconsin BPA Alumni Member and Human Resources Professional*

Are you going to do the Interview Skills Contest at the BPA State Leadership Conference in February? Do you want to place in the top three? Do you want to take those skills on the road and increase your chances to land the job you want? Let me give you some ideas to do both!

We are used to doing in-person conferences, so a virtual conference will have many differences. The guidelines and forms in the Workplace Skills Assessment Program (WSAP) are on the BPA website, under the Compete section of the Students area. Have your advisor provide these for you if you cannot.

Once you have a copy of the WSAP handbook, review the guidelines carefully. Look to see who the cover letter is to be sent to and what positions are available. What is the name of the company you are applying to? Did you mention what position you are applying for in the letter? Are you telling the reader why you want the job in the letter? Sell me that you are the best candidate for this position. What forms do you need to submit? How many copies will you need?

Remember: you will need extra copies of the letter and resume if you are in the run-offs. Make sure to sign your letter! Electronic signatures are great but with nothing between the Sincerely and your typed name, that may be an immediate dismissal for some managers or human resource professionals looking for a detail-oriented candidate.

Your resume, letter and any other forms should not have any typing errors. Read and re-read or give to a friend, chapter member or advisor to review for grammar and typing issues. If you are doing an in-person interview, dress appropriately. Expensive apparel is not necessary but fit is important. Remove all visible tags. It would be good for you to have a portfolio or a very professional-looking notebook or pad (not just a legal pad). This way, you can take notes or have a place to note who you spoke with and their position.

Coming into the interview, be sure to greet the person with a smile and a good handshake. Firm, not weak. Do not squeeze like your life depends on it. If you do not know what a good handshake is, practice with others. If someone has not introduced you, be sure to introduce yourself. Once seated, remember your body language - that may tell the interviewer things too. Make good eye contact with your interviewer, even if you are interviewing with more than one person. If there are multiple interviewers, do not just look at the person who asked the question, as you are trying to create a relationship with them. Use various websites to review potential interview questions and practice your answers ahead of time. There are many websites and online resources that will help you prepare for any type of interview.

Let me give you a situation: the interviewer asks if they talked to your current or previous manager, what are three words they would use to describe you? If you respond that you are organized, dependable and hard-working, that is a good answer. But a much better answer would be that you use a calendar covered with post-it's to keep you organized, and that you are dependable because you always get my work done on time and work hard to do so, trying many times to do more than is required. You just gave the interview a wealth of information and for the contest, went from a three-point answer to an eight or nine point answer.

If you are asked to tell the interviewer about yourself, keep the answer work-related. Do not talk about your marriage, when you graduated high school two years ago or about who you live with. You are creating a potential discrimination issue, particularly if you are older. One of the questions that an interviewer will usually ask is if you have any questions for us. What would you want to know? If you have no questions, for the contest, that is a loss of 20 points! In a job interview, this could result in another candidate getting the position you applied for.

But what questions would you ask? Here are a few places to start:

- Do you want to know if the interviewer is going to be your supervisor?
- If not, can you tell me about the person you would be reporting to?
- What kind of management style do they use?
- How many people are in my department or on my team?
- What is the corporate culture like?
- Are there any opportunities to advance?
- How does the company fill vacant positions?
- If you wanted to advance your education, is there any kind of reimbursement program available?
- Why is this position you are applying for open?
- Does the company have other locations?
- Is it possible to move within the company if there is an opening in another location?
- What is the next step in the interview process?
- When can I expect to hear from you?

It would be good to have at least two or three good questions to find out if this job is right for you. Again, check interview websites for other ideas. Closing the interview is with a thank you and another good handshake. If you can get a business card from the person that you interviewed with, it will help you in the spelling of their name and then you have their job title. That is another good reason to have the portfolio with you so you can put it in there.

It may also be helpful to follow up the interview with a thank you letter. You are thanking them for their time and giving you the chance to learn more about the company and the position you interviewed for. You tell them you want to be part of their team. This is your chance to sell yourself again to them! If you are doing the contest, the judges do complete forms to use to score each candidate. You should get those back so ask your advisor for those as the contest judges will try to tell you things that you did well and things that could be improved. I hope this gives you some ideas to help you with your future interviews.

**Good luck with your job search!**

# IMPORTANT WI BPA DATES:



BPA **State Leadership Conference** (SLC) will be held on Thursday, February 25 - Friday, February 26, 2021. The conference will be held virtually.

BPA **National Leadership Conference** (NLC) will be held on Wednesday, May 5 - Saturday, May 9, 2021 in Orlando, FL. More info coming soon!



**Visit us online**

**<https://bpa.org/wisconsin/>**



**bpa/mall**

Check out the new BPA Mall,  
where you can order BPA items/apparel:

**<https://bpa.org/mall>**

## CONTACT US!

**President Katrina Willis:**

kwillis@madisoncollege.edu

**Vice President Lisa Kleman:**

lmkleman@students.ntc.edu

**WI State Director Dianne Carroll**

carroll@ntc.edu





WISCONSIN  
**BUSINESS  
PROFESSIONALS**  
*of* **AMERICA**

**Giving Purpose to Potential**

## **Mission**

The Mission of Business Professionals of America is: To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

## **Vision**

The Vision of Business Professionals of America is: To be an innovator in Career and Technical Education, providing our members with opportunities for growth through education, competition, community service, and personal development.

## **Pledge**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.