Customer Service

CONTEST DATE & LOCATION: Refer to the Kansas State Championship Conference Packet

PURPOSE: To evaluate each contestant’s preparation for employment and to recognize outstanding students for excellence and professionalism in the field of customer service.

ELIGIBILITY: Open to all active SkillsUSA members.

CLOTHING REQUIREMENT: Official blazer or jacket, black dress slacks (or knee-length skirt for women); white dress shirt; plain black tie (for men only); black socks and black shoes.

CONTEST PREPARATION: For contest guidelines refer to the Technical Standards.
Customer Service Changes

EQUIPMENT AND MATERIALS
1. Supplied by the technical committee:
   a. Workspace with table, chair, telephone and customer reception area
   b. Replicated Retail Environment

CUS 4.0 — Act out proper techniques in role play scenarios for Customer Service
4.1 Demonstrate ability to use a proper greeting
4.2 Handle basic customer service functions
4.3 Use basic phone functions
   4.3.1 Answer telephone properly
   4.3.4 Place callers on hold properly
4.4 Apply skills to role-play service applications
   4.4.1 Respond to a request for information
   4.4.2 Manage a customer complaint
   4.4.3 Schedule appointments
   4.4.4 Respond to account inquiries and problems
   4.4.5 Respond to product/service information requests
   4.4.6 Address any customer issues or concerns
   4.4.7 Display ability to problem solve while adhering to a policy/procedure