

Job Interview Career Development Event

Revised September 2007

PURPOSE

The State FFA Job Interview Career Development Event is designed for FFA members to develop, practice, and demonstrate skills needed in seeking employment in the agricultural industry.

EVENT DESCRIPTION

Choose this event to polish your skills in landing a job and launching your career. At the competition, each member submits a resume, completes a job application and participates in an interview via telephone, in person one-on-one and with a panel of possible employers.

TEAM MAKE-UP

A Chapter may enter two individuals to be scored separately.

I. OBJECTIVES

This event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). Therefore, the cover letter, resume and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop a fictitious resume. Instead they are expected to target the resume towards a real job for which they can qualify.

- To provide students with experience in applying for positions that will prepare them for their occupational goals.
- To provide students with practice in following employment procedures currently used in business, including:
 - development and utilization of a resume.
 - preparation and use of business card
 - preparation of a written letter of application.
 - completion of an employment application.
 - participation in a personal interview.
- To stimulate instruction regarding preparation for employment.
- To provide recognition for those individuals who excel in this program area.

II. STANDARDS

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2.1 2.5
2.3 9.8

III. GENERAL RULES

- A. Each participant will be scored individually for individual awards.
- B. Only the high point individual in this event will be eligible to compete at the National Career Development Event.
- C. A participant will be in official FFA dress in each event.
- D. Each participant's cover letter, resume, business cards and application will be the result of his or her own efforts.

1. Rules governing preparation of the **Cover Letter**.

- a. Each participant will write a cover letter of application specific to the position for which they are applying.
- b. The letter must be computer generated.
- c. The letter should be written to the Superintendent of the Career Development Event and dated for the day of the event.
- d. The letter of application will be judged by a qualified person other than the interviewer, and separately from the employer application and the resume.

2. Rules Governing the completion of the **Employer Application**.

- a. A standard employer application is provided online at http://ag.arizona.edu/desert_roses/arizona_job_interview.htm It may be duplicated for use and should be completed on typewriter or computer.
- b. The information listed on the application must be accurate, not fictitious. The participant should use correct statistical information such as social security number, list previous work experience, education record, etc., which may be required on the application form. Such information may also be on the resume.

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- c. The names, addresses, positions, etc., of the persons given as references should be accurate, not fictitious.
- d. The employer application will be judged by a person other than the interviewer on the basis of the point system listed on the scorecard.

3. Rules governing the Personal Job Interview.

- a. Participants will be interviewed by **two** separate interviewers.
- b. Interviewers will be provided one of the three copies of the participant's resume, cover letter of application and employer application.
- c. The order in which the participants will appear before the interviewer will be determined randomly and the participant will be called by number, not by name.
- d. The interview (maximum of **15** minutes) will be conducted by a person who has had experience in conducting employment interviews.
- e. Participants should be prepared to give the interviewer a personal business card during the interview.
- f. The participant will be judged by the interviewer using the scorecard.

4. Rules governing the Resume.

- a. The resume **must** be completed prior to attending and sent to the CDE Superintendent.
- b. The resume is to be single sided only, typed not to exceed two page total.
*Suggested format can be found in **the Gregg Reference Manual**.*
- c. Any student **not** submitting a resume will **not** be allowed to compete.
- d. The resume will be scored separately when the personal interview is complete.
- e. The resume must be printed from a word processor.
- f. The information listed in the resume must be accurate and up-to-date and based on the student's work history or relevant experiences.
- g. **Do Not** use cardstock, colored paper or specialty paper for the event.
- h. **Students must submit three letters of reference.**

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5. Rules governing the Business Cards.

- a. The business cards **must** be completed prior to attending and brought to the event.
- b. The business card will be scored separately before the event begins. Additional points will be awarded for the participant to present a card to their personal interviewer. The business cards must be printed from a word processor.
- c. The information listed on the business cards must be accurate and up-to-date.
- d. The business cards should include identifying information:
 - Name, address, telephone number or other contact information.
 - Other information, such as career objective(s) and personal background is optional.
 - No personal information (age, gender, marital status, etc.) is to be included.
- e. Participants should bring two additional cards to the event for judges.

6. Rules governing the Telephone Interview.

- a. The telephone interview will be conducted **prior** to the campus CDE event.
 - After the Superintendent receives the participants' registration packets, each participant **will be assigned a time to call** the University for their interview.
 - Participants will be contacted by mail and fax at their respective schools with the interview information.
 - The participants will also be given 3 or 4 telephone numbers to call to reach an event judge.
 - The telephone interviews will be conducted on the two days preceding the campus CDE event.
 - Participants that are not registered at least 3 days prior to the campus event will forfeit all points based on the telephone interview.

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- b. Students will interview with one of the three following personalities:
 - 1. Human, Fiscal and Resource personnel director
 - 2. Employer's Secretary
 - 3. Employer
 - 4. The interviewers will identify their role upon answering the phone.

c. The interview will last a maximum of **three** minutes.

d. The student position is to obtain a personal interview with the company to which they are applying. Students should interview with the thought that the company has already received their cover letter, resume and three letters of reference.

7. Rules governing preparation of the follow-up letter.

- a. Participants will write a follow-up letter following the interview process. Students will be provided pen and paper **or** computers with word processing applications if available to compose their letters. They will be allowed 20 minutes to complete this part of the event.
- b. Students will also be provided dictionaries for checking spelling, etc.
- c. The letter is to be addressed to the **Superintendent of the Job Interview CDE** and should address their personal interview.

IV. EVENT FORMAT

- A. The Resume must be prepared prior to the event. The Resume must be printed from a word processor. Handwritten resumes will be rejected and the participant will not be allowed to compete. Three copies of the Resume, Cover Letter, Business Cards and the Application must be mailed to:

Dr. Billye Foster
Department of Agricultural Education
PO Box 210036
Tucson, Arizona 85721

The ultimate deadline for Job Interview packets will be the day before the event.

However, the following bonus point system has been implemented. If the packets are turned in:

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- Two weeks prior to the event, the packets received will gain 25 bonus points
- One week prior to the event, the packets received will gain 15 bonus points
- Packets that are received after the one-week prior date will not receive any bonus points.

For more information and the exact deadlines, please visit the job interview website at:

http://ag.arizona.edu/desert_roses/arizona_job_interview.htm

The Personal Interview, Telephone Interview and the Follow-up Letter will be developed/written/participated in on the day of the event. No previously written Follow-up Letters or scripted Telephone/Personal Interviews will be permitted. Any participant who brings or uses a previously written letter or script will receive a "zero score" for that portion of the event.

B. The event will consist of the following:

1. writing a letter of application
2. completing an employer application
3. participating in a personal job interview
4. developing a personal business card
5. participating in a telephone job interview
6. writing a follow-up letter

C. General Instructions:

1. All participants must be in official FFA dress.
2. There will be no job opportunities posted. Instead all documents are to be created based on student skills and job interests. Focusing on real job opportunities the student would be qualified for.
3. A list of possible job titles and information regarding the "companies" which will be conducting interviews during the event will *and posted on the web site*
http://ag.arizona.edu/desert_roses/arizona_job_interview.htm.
Generally two companies will "announce" a list of ten to fifteen available job titles, covering a wide range of possibilities. This information will be included in the registration materials announcing the State FFA CDE Day.

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4. Participants will assemble in a designated room at the start of the event. Two members from the same chapter will be separated during the written portion of the event.
5. Participants will be randomly assigned to a group and interviewer for the personal interview. The order of interviews within each group also will be randomly assigned.
6. Participants will be randomly assigned to a group and interviewer for the telephone interview. The order of interviews within each group also will be randomly assigned.
7. Each participant will participate in two personal interview by the designated judge for a period not to exceed **15** minutes.
 - a. Participants will provide the interviewer with the resume and a business card.
 - b. The interviewer will review the contents the resume and the business card then conduct the interview.
8. Each participant will participate in a telephone interview by a designated judge for a period of time not to exceed **3** minutes.
 - a. Participants will interview with one of the three following personalities:
 1. Human, Fiscal and Resource personnel director
 2. Employer's Secretary
 3. Employer
 - b. Students are to position themselves so that they obtain a personal interview with the company they are applying to. Students should interview with the thought that the company has already received their letter of intent, resume and application.
9. All parts of the event will be scored independently.

V. SCORING

A. PARTICIPANT SCORING:

Cover Letter	100 points
Resume	150 points
Application/Reference	50 points

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Business card	50 points
Personal Interview	600 points
Telephone Interview	200 points
Follow-up Letter	<u>100 points</u>

TOTAL POSSIBLE 1250 POINTS

- B. Ties will first be broken by total net scores and then by the score for the interview portion of the event. If a tie still exists, the telephone interview will then be used.

VI. REFERENCES

Greggs Manual

Elements of Style—Strunk and White

Microsoft Word resume templates

101 Toughest Interview Questions...and Answers That Win Jobs,
Daniel Porto/ Paperback/ Published 1999

*25 Reasons Why I Won't Hire You! What You Did Wrong Before,
During & After the Interview!* Zenja Glass/ Paperback/ Published 1998

Best Answers to the 201 Most Frequently Asked Interview Questions,
Matthew J. Deluca /Paperback/ Published 1996

The Complete Job Interview Handbook, John J. Marcus/ Paperback/
Published 1994

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SAMPLE SCORE CARDS

Cover Letter of Intent Scorecard

Contestant Number _____

Contestant Name _____

	Possible Points	Points Student Received
<i>Composition</i>		
Correct format and stationary	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General Appearance	10	
Composition Sub Total:	50	
<i>Content</i>		
Career goal specified	15	
Proper qualifications	35	
Content Sub Total:	50	
Composition Sub Total:	50	
Grand Total	100	

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Resume Scorecard

Contestant Number _____

Contestant Name _____

	Possible Points	Points Student Received
<i>General Appearance</i>		
Presented in proper format and printed as outlined on page 224, paragraph b. 1	15	
Pleasing to the eye	40	
<ul style="list-style-type: none"> • Captures interest • Layout • Easily read 		
Grammar	20	
<ul style="list-style-type: none"> • Punctuation • Typing • Spelling 		
General Appearance Sub Total:	75	
<i>Composition</i>		
Personal data	10	
Career objective	10	
Educational background	20	
Work experience/skills	20	
Special experience activities, honors	10	
References	5	
Composition Sub Total:	75	
General Appearance Sub Total:	75	
Grand Total	150	

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Employment Application Scorecard

Contestant Number _____

Contestant Name _____

	Possible Points	Points Student Received
<i>Overall Impression</i>	5	
Legible	10	
Neat	10	
• Grammar		
• Punctuation		
Completed according to instructions	10	
Consistent with resume	15	
Grand Total	50	

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Business Card Scorecard

Contestant Number _____

Contestant Name _____

	Possible Points	Points Student Received
<i>Overall Impression</i>	5	
Visually attractive	10	
Neat	10	
• Grammar		
• Punctuation		
Completed according to instructions	10	
Consistent with resume	15	
Grand Total	50	

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Personal Interview Scorecard

Contestant Number _____

Contestant Name _____

	Possible Points	Points Student Received
Appearance and courtesy	30	
Greetings and introduction	30	
• Provided business card		
• Introduce self and		
Speech	30	
• Grammar		
• Vocabulary		
• Volume		
• Enunciation		
Attitude and personality	30	
• Forcefulness		
• Poise		
• Temperament		
• Sincerity		
Ability to convince or impress interviewer	30	
• Persuasiveness		
• Self-Confidence		
Knowledge and presentation of abilities	30	
• Educational experience		
• Occupational experience		
Reliability	30	
• Frankness		
• Consistency		
• Accuracy		
Poise	30	
• Tact		
• Discretion		
• Questions asked of interviewer		
Career Objective	30	
• Degree to which the contestant had determined career objective		
Conclusion of interview	30	
Total possible points	300	

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Telephone Score Card (250 points)

Contestant Number _____

Contestant Name _____

	Points Possible	Points Student Received	Comments
Introduction	50		
Initiative	25		
Communicated Effectively	45		
Exhibited Ambition and Efficiency	35		
Diplomatic and Courteous	35		
Gathered appropriate information	10		
• Contact name			
• Address			
• Date			
• Time			
Total Points	200		