

# **JOB INTERVIEW**

Participants in the National FFA Employment Skills Leadership Development Event (LDE) get a leg up on their future careers by developing the skills needed to seek employment in the industry of agriculture.

This LDE simulates real-world activities used by employers and tests students' ability to perform effectively throughout the employment process. Students submit a cover letter and resume; complete an application and a telephone interview; and participate in a preliminary face-to-face interview. Students also experience a networking activity that could include an elevator pitch, a meal function or participating at a trade show event and receive a telephone offer where they negotiate for their job opportunity.

In this LDE, students will use many leadership skills including active listening, problem-solving and decision making as well as improve their written and oral communication skills. This event also helps students in their current search for jobs, internships, and part-time and full-time employment in any career field.

## **RULES AND REGULATIONS**

1. The contest will be held on the chapter, district, sectional, state prelims, and state final levels. Each district may submit the top three (3) contestants to the sectional contest. The top three (3) sectional contest winners will compete in the preliminary contest held at the State FFA Convention. The top six (6) contestants from the prelim contest will compete in the state final contest at the State FFA Convention. No awards will be presented at the prelim contest.
2. Each participant's cover letter, résumé and application will be the result of his or her own efforts.
3. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).

## **EVENT FORMAT**

### **A. EQUIPMENT**

Students are allowed to only bring the following items into the event:

- Writing Utensils
- Blank Paper
- Resume
- Cover Letter
- List of References

### **B. ACTIVITIES**

1. The event is developed to help participants in their current job search (for SAE projects, part-time and fulltime employment). Therefore, the cover letter, résumé 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 résumé for a fictitious job. Instead, they are expected to target the résumé towards a real job that they can qualify.

Job Interview cover letter, resume, and three letters of recommendation must be sent to the FFA State Office two weeks prior to the Friday of State Convention by 5pm for manuscript scoring. Those missing the deadline will be penalized according the rules of the CDE. All paperwork received more than 1 hour late will receive a 0. All Paperwork for the CDE's listed above will only be scored once and that score will follow the participant throughout the state CDE.

**Each participant will submit the following no later than 2pm on Thursday of State convention delivered to the CDE Coordinator:**

- a. **Cover Letter (Points - 100)**
    1. Fifteen copies of a single spaced 8 1/2" x 11" plain white paper letter of intent. The paper is to be single sided only, typed with 12 point font and block justified.
    2. Letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.
  - b. **Résumé (Points - 175)**
    1. Fifteen copies of a single spaced 8 1/2" x 11" plain white paper. The résumé is to be single sided only, typed not to exceed two pages total. Suggested formats can be found in the Greggs Manual.
    2. Résumé must be non-fictitious and based upon their work history.
    3. Students are to **submit** three letters of recommendation. (5 pts each)
    4. Reference Page (15 points)
2. At the State FFA Career Development Event the following will be completed:
- a. **Application (Points - 50)**
    1. Students will complete a standard job application on-site, at 2pm on Thursday of State Convention. They may use their resume but may have no communication with other people.
  - b. **Personal Interview (Points - 450)**
    1. The preliminary round will consist of a 15 minute interview in front of a panel of judges. If interviews are not completed within the 15 minute window, the interview will be ended by the event coordinator and/or judges.
    2. Students participating in the final round will interview with three separate judges. Each interview will last twenty minutes.
    3. Students are only allowed to bring a resume and a list of references in the interview rooms.

**PRELIMINARY ROUNDS**

Seating of the individuals in the preliminary round will be done by the use of the written cover letter and resume score. The number of individuals in each flight will be determined prior seating. Order of presentation will be drawn 30 minutes prior to the posted start time at the coach's orientation.

The raw number score of the paperwork will be used to assign rooms by moving down the order (ie. top score goes to room 1, second top goes to room 2, third goes to room 3, four goes to room 1 again, and so on)

Add that the top 2 from each preliminary room will move on to the finals.

**TIEBREAKERS**

Ties will be broken based on a follow-up telephone interview with the judges. A list will be posted near the interview area indicating whether or not a follow-up interview will be required. The interview will take no more than 3 minutes.

**POINT DEDUCTIONS**

There will be a 10% reduction made to all cover letters and resumes not turned in on time.

If a contestant shows up more than 10 minutes late for the start of the CDE, they will be disqualified unless prior arrangements have been made.

Any cover letters, resumes, and references that are more than 1 hour late will be receive a 0.



### Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Cover Letter

Composition	Possible Points	Score
Correct format and stationary	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General appearance	10	
Composition Sub Total:	50	
Content		
Career goal specified	15	
Proper qualifications	35	
Content Sub Total:	50	
Composition Sub Total:	50	
Grand Total:	100	

### Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Employment Application Scorecard

	Possible Points	Score
Overall impression	5	
Legible	10	
Neat • Grammar • Punctuation	10	
Completed accordingly	10	
Consistent with résumé	15	
Grand Total:	50	

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Personal Interview Scorecard

	Possible Points	Score
<b>Appearance and courtesy</b>	<b>45</b>	
<b>Greetings and introduction</b>	<b>45</b>	
<b>Speech</b> <ul style="list-style-type: none"><li>• Grammar</li><li>• Vocabulary</li><li>• Volume</li><li>• Enunciation</li></ul>	<b>45</b>	
<b>Attitude and personality</b> <ul style="list-style-type: none"><li>• Forcefulness</li><li>• Poise</li><li>• Temperament</li><li>• Sincere</li></ul>	<b>45</b>	
<b>Ability to convince or impress interviewer</b> <ul style="list-style-type: none"><li>• Persuasiveness</li><li>• Self-confidence</li></ul>	<b>45</b>	
<b>Knowledge and presentation of abilities</b> <ul style="list-style-type: none"><li>• Educational experience</li><li>• Occupational experience</li></ul>	<b>45</b>	
<b>Reliability</b> <ul style="list-style-type: none"><li>• Frankness</li><li>• Consistency</li><li>• Accuracy</li></ul>	<b>45</b>	
<b>Poise</b> <ul style="list-style-type: none"><li>• Tact</li><li>• Discretion</li><li>• Questions asked of interviewer</li></ul>	<b>45</b>	
<b>Career Objective</b> <ul style="list-style-type: none"><li>• Degree to which the contestant had determined career objective</li></ul>	<b>45</b>	
<b>Conclusion of interview</b>	<b>45</b>	
<b>Grand Total:</b>	<b>450</b>	

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Résumé Scorecard

<b>General Appearance</b>	<b>Possible Points</b>	<b>Score</b>
<b>Presented in proper format</b>	<b>15</b>	
<b>Pleasing to the eye</b> <ul style="list-style-type: none"><li>• Captures interest</li><li>• Layout</li><li>• Easily read</li></ul>	<b>40</b>	
<b>Grammar</b> <ul style="list-style-type: none"><li>• Punctuation</li><li>• Typing</li><li>• Spelling</li></ul>	<b>20</b>	
<b>General Appearance Sub Total:</b>	<b>75</b>	
<b>Composition</b>		
<b>Personal data</b>	<b>10</b>	
<b>Career objective</b>	<b>10</b>	
<b>Educational background</b>	<b>20</b>	
<b>Work experience/skills</b>	<b>20</b>	
<b>Special experiences, activities, honors</b>	<b>10</b>	
<b>Letters of Recommendation (5pts each)</b>	<b>15</b>	
<b>Reference Page</b>	<b>15</b>	
<b>Composition Sub Total:</b>	<b>100</b>	
<b>Grand Total:</b>	<b>175</b>	

## Job Interview – For Tie Breaker

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

### Telephone Interview Scorecard

	Possible Points	Score
<b>Introduction</b>	<b>22</b>	
<b>Initiative</b>	<b>22</b>	
<b>Communicated Effectively</b>	<b>26</b>	
<b>Exhibited Ambition and Efficiency</b>	<b>30</b>	
<b>Diplomatic and courteous</b>	<b>26</b>	
<b>Asked appropriate follow-up questions</b>	<b>24</b>	
<b>Grand Total:</b>	<b>150</b>	