

JOB INTERVIEW

CAREER DEVELOPMENT EVENT

I. PURPOSE

The Indiana 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. Each part of the event simulates “real world” activities that will be used by real world employers.

II. EVENT RULES

1. The Indiana FFA Job Interview Career Development Event will be limited to one participant per chapter.
2. The Indiana FFA Job Interview Career Development Event will only be for students who are regularly enrolled in agricultural education during the calendar year, have a planned course of study, or who are still in high school, but have completed all the agricultural education offered. When selected, participants must be active members of a chartered FFA chapter and the National FFA Organization.
3. It is expected that participants be in official FFA dress in each event.
4. Each participant’s cover letter, résumé and application will be the result of his or her own efforts.
5. 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).
6. The Indiana FFA will be in charge of this event.

III. EVENT FORMAT

A. EQUIPMENT

Materials student must provide- Students must provide their own writing utensils.

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. **At the predetermined deadline, participants in District and State Events will submit the following:**

a. Description of Job Posting

1. Students need to provide a maximum of a 150 word description of the job they are applying for with their cover letter and resume in order to give the judges a clear sample of who they should be roleplaying.

b. Cover Letter (Points - 100)

1. Three copies of a single spaced 8 1/2” x 11” paper letter of intent. The paper is to be single sided only, typed with no more than ten characters per inch and block justified.
2. Letter is to be addressed to the Executive Director of the Indiana FFA Organization and dated for the first day of the event.

b. Résumé (Points - 150)

1. Three copies of a single spaced 8 1/2” x 11” 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. Include a page of three references.
2. Résumé must be non-fictitious and based upon their work in their SAE.

At the Career Development Event the following will be completed:

a. Application (Points - 50)

1. Students will complete a standard job application on-site, prior to the personal interview.

b. Personal Interview (Points - 450)

1. This will consist of an interview in front of a panel of judges for a maximum of 15 minutes.

IV. TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the participant with the greatest number of low ranks in the personal interview score will be declared the winner. If a tie still exists then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

VI. REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

Greggs Manual

Elements of Style - Strunk and White

Microsoft Word résumé templates

101 Toughest Interview Questions...and Answers That Win Jobs

Daniel Porto, Daniel Porot / 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, Mathew J. DeLuca / Paperback /

Published 1996

The Complete Job Interview Handbook

John J. Marcus / Paperback / Published 1994

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 Subtotal:	50	
Content		
Career Goal Specified	15	
Proper Qualifications	35	
Content Subtotal:	50	
Composition Subtotal:	50	
Content Subtotal:	50	
Grand Total	100	

Job Interview

Name: _____ Chapter: _____

Employment Application Scorecard

	Possible Points	Score
Legible	15	
Neat <ul style="list-style-type: none">• Grammar• Punctuation	10	
Completed accordingly	10	
Consistent with resume	10	
Grand Total:	50	

Job Interview

Name: _____ Chapter: _____

Personal Interview Scorecard

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

Job Interview

Name: _____ Chapter: _____

Resume Scorecard

General Appearance	Possible Points	Score
Presented in proper format	15	
Pleasing to eye <ul style="list-style-type: none"> • Captures interest • Layout • Easily read 	40	
Grammar <ul style="list-style-type: none"> • Punctuation • Typing • Spelling 	20	
General Appearance Subtotal:	75	
Composition	Possible Points	Score
Personal data	10	
Career Objective	10	
Educational background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
Composition Subtotal:	75	
Content Subtotal	75	
Composition Subtotal	75	
Grand Total	150	