#### JOB INTERVIEW CAREER DEVELOPMENT EVENT

### Purpose:

To develop, practice and demonstrate skills needed in seeking employment in the agricultural industry.

### Objectives:

- To develop skills and competencies in creating a cover letter and a resume.
- To develop skills and competencies writing a follow-up letter and completing a job application.
- To develop skill in presenting oneself in a job interview.

## General Rules

- 1. Participation in the State FFA Job Interview Event will be limited to the winning participant in each of the FFA districts during the current school year.
- 2. Participants must appear in official dress during the event.
- 3. Each participant's cover letter, resume and application will be the result of his or her own efforts.
- 4. Participants will submit a signed statement of originality on the certification form provided through the state FFA association.
- 5. Three individuals from industry may be chosen to be the judges of the State Job Interview CDE.
- 6. Each part of the event should simulate "real world" activities that would be used by employers in real interview situations.
- 7. Students may bring with them to the CDE a copy of their resume, a list of references including contact information, and business cards to be used with the application.
- 8. Participants in need of special accommodations (disability or other health issues) must submit the Idaho State FFA Career Development Events Request for Special Accommodation Application found at the end of the General Rules and Regulations at least one month prior to the event.

## Format and scoring:

1. The 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 job. Instead, they are expected to target the resume towards a real job for which they can qualify. 950 points possible

#### a. Cover Letter (Points – 100)

- 1. Three copies of a letter of intent, single-spaced on 8 ½" X 11" white bond paper. The paper is to be single-sided only, typed with no more than 10 characters per inch 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.
- 3. Suggested formats for the cover letter will be taken from *Greggs Manual*. Students must use one of the formats included in the State CDE Rules.

#### b. Resume (Points – 200)

- 1. Three copies of a resume, single-spaced on 8 ½" X 11" white bond paper. The resume is to be single-sided, typed, and not to exceed two pages total. Suggested formats can be found in the *Greggs Manual*.
- 2. Resume must be non-fictitious and based upon their work history.
- 3. Students are to submit two letters of reference. Three copies of each letter will be sent with the cover letter and resume copies prior to the competition.
- 4. Students must utilize one of the formats included in the State CDE Rules.

Cover letter, resume and references must be submitted to the State Office two weeks prior to the State Leadership Convention of the year that participant is competing.

# c. Application (Points – 100)

- 1. Students will complete a standard job application on-site, prior to the personal interview.
- 2. Job Application shall be handwritten.

#### d. Personal Interview (Points – 500)

1. The individual will participate in an interview in front of a judge or a panel of judges. Each interview will last 7 minutes with 3 minutes allowed for judging of the participant.

#### e. Follow-Up Correspondence (Points – 100)

- 1. Participants will submit a typed letter after the interview.
- 2. Follow-up Letter shall be typed using the computers provided at the CDE site.
- 3. Students may only utilize a word processing program in this portion of the CDE (internet and pre-written letters will not be allowed). Compliance with this rule will be monitored by an on-site event official.

#### Awards:

Awards will be presented to the top four individuals.

JOB INTERVIEW C	AREER DEVELOPM	IENT EVENT SCOP	RECARDS

# Job Interview CDE Resume Scorecard

Name:	Chapter:

	Possible Score	Participant's Score
Format		
· Appropriate Font	2	
· Structure	2	
· Limited to two pages	4	
· Used correct paper	2	
Content		
· Contact information conveyed	25	
· Position sought or employment objective	25	
· Identified education or relevant coursework	25	
· Identified relevant experience & skills	25	
· Identified achievements & honors	25	
· Mentioned/had references	25	
Grammar	3	
Punctuation	3	
Spelling	4	
General appearance		
· Overall impression	15	
· Readability and flow- spacing	15	
Subtotal	200	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	200	

# Job Interview CDE Cover Letter Scorecard

Name:	Chapter:

	Possible Score	Participant's Score
Format		
· Spacing	5	
· Appropriate Font	5	
· Paragraph justification (left)	5	
· Addressed correctly	5	
· Limited to one page	5	
· Used correct paper	5	
Grammar/Punctuation/Spelling	20	
Content		
· Identified position sought	5	
· Interest in position	5	
· Where learned of job	5	
· Appropriately conveyed contact info	5	
· Employability	10	
· Identified next steps	5	
· Meshed with resume and references	5	
General appearances		
· Overall impression	5	
· Readability and flow	5	
Subtotal	100	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	100	

# APPLICATION FOR EMPLOYMENT

# Idaho FFA Job Interview Career Development Event

An Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Last Nan	ne	First Na	me	Mid	dle Initi	al	Social S	Security 1	Number:
Street Ac	ldress	City/Stat	e	Zip C	Code		Phone 1	Number:	
If hired, work in t		e evidence of	legal eligibility t	to	comple	fer of employme ting form I-9 and ents for identity	d providir	ng the app	ropriate
Position	Desired:	Wage/Sa	lary Desired:		Full Ti Part Ti				
Date you work?	can begin	Are you 18	3 years of age or	older?	)	If under 18 year to submit a bir as required by	th certific	ate or wo	rk certificate
Name of	high school at	tending:	City & State			Graduation Date?	GE	D?	Expected GPA
	college or techently plan to at		City & State			Graduation Date?	Deg	gree?	Major:
Specializ	ed Training or	Course Work	:						
List any	job-related skil	ls or accompl	ishments:						
			- Your Availa	bility	For Wo	ork -			
From:	Monday	Tuesday	Wednesday	Th	ursday	Friday	Sat	urday	Sunday
	urs per week yo to work:	ou are	Do you have	any sp	pecial re	quests or needs	s for a wo	ork sched	lule?
			es Who Are No				We May		
Name an	d Occupation	Но	ow do you know	them,	and for	how long?		Phone	Number

Your Employment History
List names of employers with present or last employer listed first.

May we contact current employers before you are o	offered a position?	
Name of Employer:	Job Title:	
A 11	Duties:	
Address:	Dates of Employment:	To
City, State, Zip Code	From: Hourly pay or salary:	To:
City, State, Zip Code	Starting pay:	Ending pay:
Supervisor:	Reason for Leaving:	Litting pay.
Supervisor.	Reason for Leaving.	
Telephone:		
Name of Employer:	Job Title:	
	Duties:	
Address:	Dates of Employment:	
	From:	To:
City, State, Zip Code	Hourly pay or salary:	
G :	Starting pay:	Ending pay:
Supervisor:	Reason for Leaving:	
Talankana		
Telephone:		
Name of Employer:	Job Title:	
Name of Employer.	Duties:	
Address:	Dates of Employment:	
11001000	From:	To:
City, State, Zip Code	Hourly pay or salary:	
	Starting pay:	Ending pay:
Supervisor:	Reason for Leaving:	
Telephone:		
CAREFULLY READ EACH STATEM	ENT BEFORE SIGNIN	IG AT THE BOTTOM
I certify that all of the information provided in this my knowledge, and I authorize investigation of all a criminal background, credit history check, and drug incomplete information may disqualify me from fur immediate discharge if discovered at a later date.	statements contained in the great, as applicable. I und	nis application, including a lerstand that any false or
I authorize the investigation of any or all statements person, school, current employer, past employers, a my previous employment and other relevant inform release such persons and organizations from any leg I have read, understand, and agree to the above state	and other organizations to nation that may be useful in gal liability in making suc	provide information concerning in making a hiring decision. I
and agree to the above state		
Signature:		Date:

# Job Interview CDE Job Application Scorecard

Name:	Chapter:

	Possible Score	Participant's Score
Legible	20	
Grammar/Punctuation/Spelling	20	
Content		
· Position information provided	5	
· Educational history provided	10	
· Job related skills	5	
· Availability	5	
· References	10	
· Complete employment history provided	10	
· Signature	5	
General appearances		
· Overall impression	5	
· Readability and flow	5	
otal	100	

# Job Interview CDE - Personal Interview Scorecard

Name: Chapter:

	Possible Score	Participant's Score
Appearance		
· Professional dress	25	
· Appropriately groomed/neat	25	
First impression		
· Greeting	25	
· Introduction	25	
· Body language	25	
Responses to questions		
· Knowledge relayed	30	
Abilities described & matched resume	20	
· Accurate	20	
· Cogent & organized	20	
· Shared appropriate experiences	20	
· Quality of information	20	
· Consistent responses	20	
Communication skills		
· Persuasive	20	
· Proper grammar	15	
· Enunciation	15	
· Appropriate volume	15	
· Concise, avoided rambling	15	
· Confident	20	
· Sincere	15	
· Poise	20	
· Discretion/tact	15	
Conclusion		
· Posed appropriate questions to employer	25	
· Clarified next steps	25	
· Appropriate thanks and exit	25	
Total	500	

# Job Interview CDE Follow-up Correspondence Scorecard

Name:	Chapter:

	Possible Score	Participant's Score
Format	20	
Content		
· Expressed appreciation	10	
· Appropriate level of reiteration of qualities	10	
· Re-expressed interest	10	
· Provisions for follow-up stated	10	
Grammar/punctuation/spelling	20	
Overall impression  Legible (including signature) Appropriate length	20	
Total	100	

# JOB INTERVIEW EVENT SUMMARY SCORECARD

Participant Name		Participant Number	
Chapter			
A	reas of Event	Score	
Part I	Cover Letter	100	
Part II	Resume	200	
Part III	Application for Employment	100	
Part IV	Personal Interview	500	
Part V	Follow Up Correspondence	100	
	GRAND TOTAL POINTS	1000	
		F	RANK

# JOB INTERVIEW EVENT SCORECARD

# LETTER OF AUTHENTICITY

The materials prepared for the Job Interview packet are a result of
own effort. He/she has compiled all of the information and the information is complete and
accurate based on the participant's own experience.
Participant Signature
Date
Participant's Chapter and FFA District
Advisor Signature
Date