

## Job Interview Leadership Skills Event

**Objective:** To provide FFA members the opportunity to demonstrate their ability in completing a job application form, writing a letter of application, preparing a resume, interviewing, and completing a follow-up letter.

### A. Rules and Regulations

1. The event is open to all FFA members in good standing who are regularly enrolled in agricultural education at or above the ninth grade level during one or both semesters of the school year and who have not placed first in a state Job Interview Leadership Skills Event.
2. *Each district will determine the number of individuals per school allowed to compete at the district level. Each district may send a maximum of two individuals to state competition.*
3. A job interview participant may compete in only one of the following events in a given year: Junior Parliamentary Procedure, Senior Parliamentary Procedure or Agricultural Demonstration. They are not eligible to compete in any other speaking leadership skills events in a given year.
4. Students are allowed to bring the following items to the event:

Writing Utensils	Blank Paper
Resume	Cover Letter
List of References	Business Cards
5. 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 resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.
6. Each participant will fill out, by hand, a job application form used in an agricultural industry. This form will be filled out at the event site and will be given to the evaluators prior to the interview. This job application form will be provided at the event site. Each participant will have thirty (30) minutes to complete the job application form.
7. Each participant must bring with them, to the event, four original copies of their resume. The resume must be a real and actual resume of the student. Three copies will be given to the evaluators prior to the interview and the fourth retained by the participant to be used in completing the job application form. **Resumes should be a maximum of two pages.** A list of references is optional, but if included should be a separate page with no more than five references listed.
8. Each participant must bring with them, to the event, three original letters of application. Quality of print, grammar, etc. will be evaluated. The letters will be given to the evaluators prior to the interview. The letters of application should be addressed to the participant's local FFA advisor and be realistic in applying for the position selected.
9. The sets of resumes and letters of application should be clipped or stapled.
10. Each participant will be interviewed by the evaluators who will be designated as the employers.
11. Each participant will be allowed a maximum of 15 minutes for the interview, there is no minimum time for the interview.
12. The only materials that may be brought into the event preparation room is a copy of the participant's personal resume, copy of list of references, personal business cards and a pen.

12. Due to the individual and personal nature of this event, no one will be allowed in the interview room except for the participant and evaluators.
13. At the conclusion of the interview, each participant will need to complete a follow-up letter to the interviewers. It should be handwritten, and each participant will have 12 minutes to complete the letter. Paper will be provided.
14. The district winner will provide **four** original resumes and **four** original letters of application to the State FFA Office by **March 1** for state competition.

### **B. Guide for Conducting FFA Job Interview Event**

Suggestion: Chapters may have a separate set of judges evaluate application letter and resume prior to interview event. These scores can be added to interview totals.

#### *Prior to the event:*

1. The order of appearance will be determined in advance of the event.
2. Hand out one of the following to each evaluator:
  - a. Job Interview Event rules and regulations
  - b. Official score card/Results sheets
  - c. Order of appearance roster
  - d. Resumes and letters of application of participants
3. No one is to enter or leave the room once the event has started.

#### *Start event:*

1. Each participant must be allowed the full 30 minute period to complete their job application form. A new participant should begin at 15 minute intervals.
2. Each participant will be introduced to the evaluators by the individual running the event.
3. A maximum of 15 minutes will be allowed for the interview.

#### *After the event:*

1. Participants will submit a follow-up letter after the interview. Students will be provided paper for the letter and will have 12 minutes to complete it. The letter should be addressed to the evaluators and should be a response to the interview.
2. Each evaluator should total each contestant's score and arrive at the placing. Discussion between evaluators is allowed and encouraged.
3. Ribbons may be awarded according to guidelines on the results sheets.
4. A critique sheet should be completed for each participant.
5. Two copies of the results should be completed on the sheets provided. List name/chapter of each participant.

#### *Event dress:*

1. Each participant should wear the official FFA dress as defined in the FFA Manual: Male—a white shirt, official FFA tie, dark trousers, dark socks, dark shoes and FFA jacket. Female—a white blouse, official FFA scarf, dark skirt/slacks, dark shoes, and FFA jacket.
2. Points will be deducted for variance from official dress.

<b>C. Official Score Card</b>	
Resume .....	150
Format	
Originality	
Neatness & Grammar	
Content, Effectiveness	
Cover Letter .....	100
Appearance and Neatness	
Introduction	
Offer proof of abilities	
Spelling and grammar	
Application Form.....	50
Appearance and Neatness	
Content	
Spelling and Grammar	
Personal Appearance .....	100
Grooming, Neatness	
Composure	
Interview Procedures .....	500
Did the applicant greet you and introduce his/her self properly?	
Did the applicant state the purpose of the visit?	
Did the applicant present a positive first impression?	
Did the applicant speak in proper grammar and complete sentences?	
Did the applicant present a sincere impression?	
Did the applicant state a career objective?	
Did the applicant answer the questions correctly, concisely, and mannerly?	
Did the applicant express enthusiasm?	
Did the applicant exhibit self-confidence?	
Did the applicant seem ambitious and dependable?	
Did the applicant express sincere thanks at the end of the interview?	
Did the applicant move the interview towards action?	
Follow-up Letter .....	<u>100</u>
<b>Total .....</b>	<b>1000</b>

**D. Awards Recognition**

1. District Awards—Participants meriting awards shall be rated as purple, blue, red, or white. Each district may send a maximum of two contestants to the state competition.
2. State Awards—Participants in the state event will be designated as gold, silver, or bronze medal recipients. A trophy will be awarded to the top interviewer. Cash awards will be awarded to the top three interviewers in the state event.

## JOB INTERVIEW EVENT CRITIQUE SHEET

**Participant:** \_\_\_\_\_

**FFA Chapter:** \_\_\_\_\_

Excellent  
 Good  
 Average  
 Fair  
 Poor

Recommendations for Improvement

<b>Resume</b> <u>Pleasing to eye</u> (captures interest, layout, easily read) 50 points <u>Grammar</u> (punctuation, spelling) 25 points <u>Composition</u> (personal data, career objective, educational background, work experience, special activities, honors, references) 75 points (maximum of 150 points)						
<b>Cover Letter</b> <u>Composition</u> ( format, punctuation, grammar, spelling, general appearance) 50 points <u>Content</u> (career goal specified, proper qualifications) 50 points (maximum of 100 points)						
<b>Application Form</b> Overall impression, legible, neat (grammar, punctuation), completed according to job, consistent with resume (maximum of 50 points)						
<b>Personal Appearance</b> Grooming and neatness Composure (maximum of 100 points)						
<b>Interview procedures</b> <u>Appearance &amp; courtesy</u> —45 pts <u>Greeting/Introduction</u> —45 pts <u>Speech</u> (grammar, vocabulary, volume, enunciation)—45 pts <u>Attitude and personality</u> (forcefulness, poise, temperament, sincere)—45 pts <u>Ability to convince or impress interviewer</u> (persuasiveness, self-confidence)—45 pts <u>Knowledge and presentation of abilities</u> (educational & occupational experience)—45 pts <u>Reliability</u> (frankness, consistency, accuracy)—45 pts <u>Poise</u> (tact, discretion, questions asked of interviewer)—45 pts <u>Career Objective</u> (degree to which contestant had determined career objective)—45 pts <u>Conclusion of Interview</u> —45 pts (maximum of 500 points)						
<b>Follow-up Letter</b> General appearance, composition, express appreciation, comments on interview activities, express interest in position, review of relevant qualification, is requested information addressed, provisions for follow up stated (maximum of 100 points)						
<b>TOTAL</b> (maximum of 1000 points)						